

UNC Coastal Studies Institute Board of Directors Meeting
Friday October 20, 2006
Outer Banks Visitors Bureau
Manteo, North Carolina

Present: Joan Weld, Charles Evans, Bill Kealy, Richard Johnson,
Tom Murphy and John Wells.

Ex-officio members: Russ Lea, Deirdre Mageean, and Nancy White

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

Guests: Steve Culver, Chair Department of Geology, ECU
Dennis Stallings, Pearce, Brinkley, Cease & Lee Architecture
Heloisa Fiasco, Cahoon & Kasten Architecture
Robert Perry, Charles Snow: Community residents

Absent: Cheryl Oliver, Lynn Bryant and Michael Piehler

Assembly, Announcements, Review / Approval of Minutes and Agenda:

Joan Weld called the meeting to order at 9:15 a.m. Nancy White opened the meeting with introduction of guests and confirmed the resignations of Board members Ms. Janet D'Ignazio, Dr. John Gatewood and Dr. Scott Nixon. Janet's new position as a consultant involving international transportation requires extensive travel which would make her continued participation on the CSI Board very difficult. John Gatewood and Scott Nixon both also resigned this week due to continued conflicts between the Board meeting schedule and their academic calendar.

Joan Weld asked the Board to review the minutes from the March 9 & 10, 2006 meeting. Charles Evans made a motion to accept the minutes, John Wells seconded, and all were in favor.

Reports:

Marie Magee reviewed the CSI 2005-2006 state operating and administrative budget. Expenditures that included personnel start up funds for new employees, building operations, lab renovation and equipment and boat repair and maintenance were \$170,000 under budget. The surplus will be carried over into 2006-07 budget year. Unspent funds allocated to research being conducted at Lake Mattamussett, Izzy's Inlet and on rainwater harvesting will continue into next year also.

Other than funds allocated to support recurring operating costs, the majority of the new expenditures allocated in the 2006-07 budgets will be expended in three major areas; new personnel, travel and start up cost for new staff. New positions for this year will include

a full time research technician, part time administrative assistant, and shared Program Head position (dual employment) with ECU.

Board member Bill Kealy recommended an enhancement for future budget presentations to include a summary of the previous year- end budget's actual expenditures with the previous and upcoming year's projected budget to allow a - three column comparison between the figures. Staff agreed and will prepare future spreadsheets in this manner.

The initial start up funds for Coastal Studies Institute (account 527901) will also be carried over in FY07 and used to continue to support contract personnel, equipment and expenses that can not be supported with state funds. The total carried over is for this account is \$176,000.00 out of the original \$560,000.00 in 2003. We have been allowed the leeway of utilizing carryover funds due to the start-up nature of the program, but given the extra burden it places on the accounting process at ECU, we anticipate that this is the last year that we will be allowed the "luxury" of carry over. In anticipation of that and because we have more staff to address programmatic needs, we hope to be able to implement all proposed programs / initiatives this year.

John Wells inquired as to how indirect costs are shared between CSI and ECU for grants and contracts. Russ noted that the overhead rate should reflect the use of facilities to support the effort as a reflection of resources expended. Deirdre Mageean noted that ECU has costs related to the administration of CSI contracts. CSI does have an overhead account that accumulates the returned indirect cost for each of the grants/contracts at ECU, but Nancy noted that currently there is not a clear policy on this issue. The equitable distribution of OH as well as appropriate designation of PI status for shared contracts is a concern that she and Deirdre will be working to resolve in the upcoming year.

Progress Report 2005-06; Workplan 2006-07:

Nancy White highlighted the progress at CSI for the 2005-06 noting the launch of the Science Coordinating Committee (SCC), continued progress on the campus design and program development, improved administrative function, finalized logo, inaugural website launch, the extensive program development conducted under the community outreach, and E2H2 research programs (As noted in Thursday's (10/19/06) Community Forum Agenda).

Bill Kealy mentioned he was recently reviewing the website and noted that some information was out-of-date. He recommended that to improve user interest in the site that we update the front page regularly, as well as progress made in other programs so reviewers will return to the site. Russ Lea suggested providing a web cam/live feed to the front page. John McCord acknowledged the need and noted that given his other responsibilities this aspect had been a challenge. The new administrative/ education assistant should be a great help- once that person is here and oriented. John also noted that he would investigate connecting to the live feed that we currently have at Jennette's Pier to address Russ' idea.

Campus Design:

At the March 2006 meeting, a design schedule for the institute was presented which included the various phases of design and construction with dates from start to finish. Dennis Stalling (PBC & L Architects) said he has been waiting on ECU Facilities Administration office to sign the design proposal and forward to the state construction office in order to be able to continue the work. The contract, presented to ECU representatives in August, 2006, was just recently received by the state construction office in Raleigh. Mr. Stallings presented a new design development and construction schedule to the Board and staff setting the new occupancy date of October, 2009.

Deirdre Mageean noted that she will carry the message back to ECU administrators regarding Board concern regarding the contract delays.

Nancy agreed to communicate with Gordon Rutherford at UNC-GA and Bill Bagnell with ECU Facilities to sort out any issues that may be inhibiting the execution of the design contract.

Land Transfer:

Richard Johnson reported he had spoken with the County Attorney and the land will be in Dare County's possession and available for transfer at the end of this month. Richard also noted that Dare Co will want to structure the contract to protect the value of the land and adding a reversion clause. A reversion clause could affirm the need to press forward with campus construction efforts.

Joan Weld suggested that once the state receives the land for CSI we should plan to an event to thank the county for this generous donation.

Estuarine and Coastal Processes (ECP) Program Head Position:

Deirdre Mageean reported to the Board there has been several meetings between CSI and ECU to develop a job description, search committee and compensation for this new Program Head position which will be based in the ECU Department of Geology (51%) and CSI (49%). The position will be advertised nationally and internationally. The position will have tenure and be administratively located at CSI. Steve Culver noted that the ECU departments of Biology, Economics and Maritime studies have also expressed interest in partnering with CSI for department head positions.

Science Coordinating Committee (SCC):

A report on the progress of the SCC was presented by the newly elected Chairperson, Steve Culver. Steve provided a bulleted listing of activities of the SCC from April, 2006 to the present. There are presently twenty (24) committee members who worked with Nancy in spring and summer of 2006 to form a proposal outlining research, curriculum, and outreach programs for the four (4) areas of CSI. Depending on the availability of funds, priority recommendations for 2007-08 are to fill the remaining three (3) program head positions and four (4) extension positions. The next meeting date for the SCC will be in January, 2007 to continue to refine the program development proposals. Joan Weld

commended Nancy efforts in launching the SCC, recruiting the members, and with progress made since the last board meeting.

Foundation Subcommittee Report:

Joan Weld reported that CSI Foundation BOD subcommittee is seeking new leadership for the Foundation to replace Tom Murphy and Lynn Bryant (who requested at the last meeting to be relieved of those responsibilities). The new leadership would need to help promote and support CSI programs to the legislature and fund raising. Charles Evans, member of the subcommittee noted that we need to have an effective foundation but right now we don't have anything to sell.

Tom Murphy confirmed that under the by-laws of the Foundation a meeting should be held before the end of the calendar year. He will check with the current members on their availability for a meeting in November/December.

Joan Weld noted that the subcommittee should continue to work on growth and development of the Foundation.

Old Business:

No other issues were brought forward.

New Business:

Design Review Process:

Nancy White requested that the BOD be involved in review of on-going design development. Charles Evans asked if there will be any effort to involve the community. Bill Kealy recommended a link on the website titled "campus design development" as a vehicle for the public to reviews designs and updates.

Nancy explained that the Board could meet to review the schematics (mid January 2007). The public could provide feedback via the website or a public meeting. The Board decided to review the campus design rendering at their next meeting in February.

ACOE Partnership:

Russ Lea reported that this summer he, Nancy and representatives from the Army Corp of Engineers meet at the Duck Research Pier to discuss partnership for the development and implementation of the Center for Coastal Structure Protection and Resiliency. The proposed location for the center would be the property from Ocean to sound owned by the ACOE in Duck. The Center will demonstrate how to build to protect against property losses caused by destructive tropical/coastal storms. The interdisciplinary Center will combine and co-locate academic, state, federal and private sector engineers and scientists into a research teams to advance technologies for improving structural resiliency to severe loading caused by extreme coastal storms.

The Center could be part of a Federal agency agenda item to provide a multi-institutional program (federal, state). Russ said this is a unique piece of land (ocean to sound), and the

technology to develop it will achieve dual use (construction and education) and be a good public relations vehicle for ACOE.

Joan Weld asked for a motion to support the exploration of a partnership with ACOE on the Center for Coastal Structure Protection and Resiliency. John Wells thought it was a great opportunity and made the motion in support, Charles Evans seconded, all were in favor.

Russ Lea will engage the UNC-GA federal representatives to get this item on their schedule for this year or next year.

Legislative Initiative:

Two actions: (1) Lobby for the building funds and (2) Compete for research funds

(1) The General Assembly has been requested to provide expansion construction funds for campus development during the 2007 Session. Capital expenditures for a new facility are projected to be \$32.8 million for approximately 90,000 square feet of space.

(2) Nancy White updated the Board on recent meetings with UNC-GA staff and President Bowles. CSI submitted an eight (8) million dollar program proposal for operating expenses budget (faculty, staff, operations and capital equipment) developed by the SCC utilizing ideas submitted by campus faculty. Based on feedback at that meeting, the budget was scaled back to two (2) million for the first year 2007-08, however this request was not included in the BOG approved budget. However line items were included requesting the legislature fund efforts to support research competitiveness. Nancy will be meeting with Harold Martin, Sr. VP of Academic Affairs at UNC-GA to discuss how CSI might compete for additional funding from this line item (if funded).

Board Recruitment:

Currently there are six members on the board. According to the by-laws, the Board can have as many as fifteen members. Joan Weld affirmed that now is the time to strengthen the Board. It was agreed that Joan Weld and Nancy White will work together on contacting potential candidates to gauge their interest in participating. Those who were willing would be submitted for consideration to President Bowles.

Public Comment/Questions:

There were none.

Next Meeting Date:

The Board agreed to meet on Friday February 2, 2007-- the place and time to be announced. A reception or social function will be planned for Board members arriving the night before (Thursday 2/1/07)

Adjournment:

Joan Weld thanked everyone for their time and participation in the meeting. Charles Evans made a motion to adjourn the meeting, all favored and Joan called the meeting to adjourn.

Respectfully submitted

Marie Magee
University Administrative Manager