

UNC Coastal Studies Institute Board of Directors Annual Meeting  
Friday, October 2, 2009  
Greenville Centre, ECU  
Greenville, North Carolina

**ATTENDEES**

Board Members Present: Michael Kelly (Chair), Rolf Blizzard, V. Charles Bruton, Ben Cahoon, Charles Evans, William Kealy, Cheryl Oliver, and John Wells (via videoconference)

Ex-officio: Dr. Deirdre Mageean, Dr. Steven Leath, and Dr. Nancy White

Staff: Robert McClendon, Marie Magee and Linda Davis

Guests: CSI Foundation: Willo Kelly, Rick Mizelle, Tom Murphy, Alice Keeney, Taylor Sugg, Feather Phillips, Webb Fuller, Cathy Hanby-Sikora  
PBC&L Architects: Clymer Cease and Don Kranbuehl

Board Members Absent: Ron Baird, Richard Johnson, David Twiddy, and Joan Weld

**CONVENE AND INTRODUCTIONS**

Chair Mike Kelly called the annual meeting of the CSI Board of Directors to order at 9:20 am and welcomed all in attendance. Linda Davis has done roll call, and we do have a quorum. Thank you to East Carolina University for hosting the meeting today.

**AGENDA AND MINUTES**

The agenda was approved as presented. The minutes from the June 26, 2009 Board of Directors meeting were reviewed. Ben Cahoon made a motion to accept the minutes from the June 26th meeting as presented. Charles Bruton seconded the motion, all were in favor.

**REPORTS AND CONTINUING BUSINESS**

**Director's Report:**

Nancy White presented highlights from the annual report as included in the Board packet. In summary, some of our priority efforts for the upcoming year are to continue to try and navigate safely through the shortfall budget situation. The operating budget for the upcoming year is primarily fixed costs and salaries. There is some possibility that the State may return some of the grant offload funds as well as some carryover funds. Deirdre Mageean mentioned that she thinks the carryover funds will be returned. The most significant impact with regards to the budget restrictions is travel. Travel is essential for coordinating with our partners, meeting with communities and constituents, etc so a lot of time is spent on the road. We are monitoring travel requests on a weekly basis and limiting it to only state vehicles within the monthly mileage allotment, which is a fixed cost.

CSI sustained two separate budget cuts: A one-time \$8000 cut and 5% cut of \$34,900 to the recurring allocation. Mageean mentioned that Research and Graduate Studies was assessed a 9% cut, which was higher than the rest of ECU. White noted that in order to sustain with a 5% cut, we reduced energy costs with thermostat management; reduced insurance coverage, canceled or reducing cell phone coverage,

canceled several journal subscriptions and memberships. It is difficult because our costs of operation are so basic and most costs are fixed. Hence, since, we lack flexibility for reducing those expenses. Staff are more aggressively pursuing grants, no matter how small. It was asked whether the CSI Foundation can help offset some of the mission-critical travel costs. Ben Cahoon answered that this would be perfect role for the Foundation; however, they do not currently have the money in their budget to assist with travel costs.

We are also aggressively ramping up communications efforts. John McCord is seeking out opportunities for himself and others at CSI to speak at community events as well as has started the production of an E-Newsletter. Distribution list would be BOD members, coastal communities, businesses, and relevant members of the Legislature.

The campus design and construction effort will go out to bid the next calendar year. A separate contract will be issued to perform site grading in order to stabilize the site and get started sooner. Of note, also as part of the state budget cutting process, our construction budget was cut by \$1.3 million. This has impacted the scope and scale of the project primarily by square footage from 90,000 sq. ft. to 79,000 sq. ft. However, we feel like this has been accomplished without any major impacts to program functionality. White recently submitted a proposal to the National Institutes of Standards and Technologies for \$13.25 million which if funded, would pay for half of the research building, as well as allow us to install a wind turbine and photovoltaics.

Charles Evans asked about the status of the conservation easement on the Skyco property. White stated the Nature Conservancy is not interested in removing the easement at this time, and given current legislation regarding easements on state owned property; it cannot be removed without being legally condemned by the State of North Carolina. Since the easement acreage is not currently needed for the development of the CSI program, then any action regarding the easement can wait to be considered by the Board at the appropriate time.

White then summarized some of the past year's accomplishments for the board.

- Renovations and construction to the Estuarine and Coastal Processes lab were completed. Even with the spending restrictions in place, we were able to purchase almost all of Rick Miller's start up equipment. Thanks to the Town of Nags Head, the renovations were bid, awarded, inspected and completed within ten days. CSI F+A funds were used to fund the construction.
- Dr. Billy Edge, Program Head for Sustainable Coastal Engineering, officially started his duties on June 15. Dr. Edge has been participating in the campus design process as well as the canal and boat/service plans for the campus. He has been actively working with the Duck Field Research Facility as well as the Dare County Emergency Management department on a rip current study. CSI currently does not contribute any support for his salary because the requested increase in funding to CSI was not (of course) funded by the legislature. We are supporting travel costs for him to make regular visits to the Outer Banks and to meet with partners throughout the state. He is currently teaching two classes at NC State and living in Raleigh but will be relocating to the Outer Banks as soon as feasible.
- Closing on the Skyco property was a tremendous accomplishment. Thanks to everyone for their support during this process.
- CSI facilitated an undergraduate degree relationship between COA and the ECU Department of Biology for their "2+2" program.
- Estuarine and Coastal Processes - Rick Miller currently has \$100,000 in grants.
- Estuarine Ecology and Human Health – Mike Piehler has approximately \$1.9 million in research that he directly controls and approximately \$13 million in total projects that he is involved in.
- The Education Program won six awards this year, including:

- Business Partner of the year with Dare County Schools
- U.S. Department of Interior Conservation Award for the Battle of the Atlantic efforts
- Toyota Tapestry Award for Excellence in Science Education
- CSI is continuing to facilitate the professional growth of its staff.
  - Marie Magee is applying to enter the MBA program at ECU.
  - Corey Adams is currently working on his Masters degree.

**Committee Reports:**

**By-Laws:**

There are currently no updates to the By-Laws. Deirdre Mageean noted that per changes proposed by General Administration to the administrative management of Centers, Institutes, and Labs CSI By-Laws will likely require substantive changes in the near future. John Wells noted he will work with Charles Evans to ensure all necessary changes are made at the appropriate time.

**Science Coordinating Committee (SCC):**

Nancy White stated that the SCC is currently in a stasis mode. The CSI program heads will be working with White on a strategic planning effort when mission/ governance/ administrative overview effort with General Administration is consummated, and the operational context is clarified. The outcome of that effort will result in a more coherent focus for the SCC roles and responsibilities.

**Foundation:**

A small group of Foundation members have been working on a fundraising plan that will be designed around the campus development. GA Assoc VP for Development Cathy Hanby-Sikora will give a presentation to the Board this afternoon highlighting the fundraising plan.

**NEW BUSINESS**

**CSI Mission:**

UNC Centers and Institutes have come under a lot of scrutiny this year with regards to how well they serve the core mission of the University. Nancy White and Steve Leath view this and the effort by GA as the appropriate opportunity to review CSI mission, make sure we are serving the mission appropriately/ efficiently and review how governance of CSI could be improved. Issues for discussion include:

- How to develop and process a unified budget with our partners.
- Representation and appointment of the CSI Board of Directors.
- How to make CSI non-ECU joint appointments function more efficiently.
- Review whether the mission is appropriate and reflective of core aspects of CSI.
- Review whether the programmatic and management structure of CSI is the most effective to accomplish CSI's mission.

**Elections:**

Michael Kelly stated that currently Board members are elected to three year terms. He recommended changing the term requirement to a four year commitment, with members limited to serving two consecutive four year terms, to make the CSI Board of Directors more consistent with other University Boards. This extension will be in effect for new Board members as well as extend all current terms by one year. **This change will require a modification to the By-Laws.** Mike Kelly made a motion to extend the current three years terms to four year terms with all current terms to be extended by one year. Charles Evans seconded the motion, all were in favor. This change will be retroactive for all Board members.

Mike Kelly referenced Attachment D of the Board packet which made recommendations for the review of the Board regarding Board member terms. There were three recommendations:

- Re-elect Richard Johnson and John Wells for another three year term
- Extend the appointment terms for all members whose terms expire in 03/2010 to 10/2010 to coincide with the annual meeting
- Extend the terms of the following Board members for an additional two years to expire in 2012 if they are willing: Cheryl Oliver, Joan Weld, Charles Evans, and William Kealy.

Rolf Blizzard made a motion to accept all of the recommendations on Attachment D, with the amendment to change three year term to four year term to reflect the previous motion. William Kealy seconded the motion, all were in favor.

### **Election of Officers:**

Per the By-Laws, the Board Executive Committee is elected for a three-year term, renewable for another three-year term. The officers elected at the November 2008 meeting will remain in office until November 2011. No further action necessary.

### **Update on NOAA Marine Sanctuary Program:**

Cheryl Oliver updated the Board on NOAA's proposed expansion of the Marine Sanctuary Program into North Carolina. Mr. Dan Basta, Director, NOAA Office of National Marine Sanctuary Program, visited coastal North Carolina in July. During his visit to the Outer Banks, he met with county commissioners, the National Park Service, NCSU CMAST, the Department of Cultural Resources, and staff from the Coastal Studies Institute. He has expressed an interest in both the Outer Banks and Morehead City/Beaufort area for the expansion. Mr. Basta has tasked an internal NOAA team to determine the best location for the program expansion. Cheryl will keep the Board of Directors informed of the process.

## **OTHER BUSINESS**

### **Fundraising Presentation:**

Cathy Hanby-Sikora, Associate VP for Advancement, UNC, gave a presentation to the CSI Board of Directors and CSI Foundation Board on the fundraising plan planned by the Foundation. The fundraising plan is being designed around the campus development. A copy of the presentation is attached as a separate document.

### **Campus Design Presentation:**

Clymer Cease and Don Kranbuehl from PBC&L Architects gave a presentation on the campus design to the CSI Board of Directors and CSI Foundation Board. A copy of the presentation is attached as a separate document. The architects reviewed the site plan and building designs and solicited input from Board members.

Questions or concerns from Board members:

- 1) What was the reason to remove the canal connecting canal B to C?  
Ans: The current permits do not allow all three canals to connect. In addition, the extra cost to maintain the connecting canal would be cost prohibitive.
- 2) The research building has a lot of windows and glass. Is all of the glass practical from a hurricane standpoint?  
Ans: We can get glass rated for hurricane standards (120+ mph). The glass and building fasteners will be at the top end of technology. Robert McClendon stated that all of the glass will add to the capabilities of obtaining LEED certification. Sunscreens will be used to provide shade but will still allow natural lighting.
- 3) Mike Kelly stated that he does not like the exterior finish and would prefer to see more finishing materials that fit into the Outer Banks. Can the building be made to look more "native"?

Ans: PBC&L will explore alternative finishing materials.

- 4) Is there any indication of storm waters coming up in from of the residential building and creating erosion?

Ans: There will be a significant change in grade from the water's edge to the residential building. We are also looking at installing a bulkhead.

- 5) The residential building consists of dormitories and bunkhouses. What is the difference?

Ans: Dormitories are for long term stays (semester or so) and will have 2 single beds, closets and furniture; bunkhouses are for short term (week) and will be primarily furnished with bunk beds.

- 6) What size boat will be able to use the canal?

Ans: The canals are 5 feet deep and will allow a boat of 40 feet.

- 7) The architects showed three options with regards to the location of the buildings. The Board discussed the pros and cons of all options. After much discussion, it was determined that option 1 provided a more unified and cohesive campus, lent itself to easier construction, will be less expensive to complete, will allow more flexibility for future growth, and allows for complete of the entire campus at an earlier stage. Charles Evans moved to approve option 1. John Wells seconded the motion, all were in favor.

- 8) Concerns were expressed regarding the aesthetic of the building elevations. The Board agreed that Director White should work with a subcommittee comprised of Mike Kelly, Rolf Blizzard, John Wells, and Bill Kealy to work with the architects to review finishes and elevations that would be more "native" in their appearance.

#### **ADJOURN**

The next meeting will be via videoconference with date TBD.

The meeting was adjourned at 3:20 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Linda L. Davis". The signature is written in black ink and is positioned above the typed name of the signatory.

Linda Davis, Recording Secretary