



Board of Directors (BOD) Meeting

Minutes

Monday, October 26, 2015, 10:00 AM
UNC CSI Campus, Room 242

Attendees:

UNC CSI Board Members Present: Mr. Rolf Blizzard (Chair), Mr. Irvin Aldridge, Mr. Charles Evans, Mr. Malcolm Fearing, Mr. Michael Kelly, Ms. Cheryl Oliver, and Ms. Joan Weld

UNC CSI Board Member Absent: Dr. John Wells

UNC CSI Board Ex-officio Members Present: Dr. Christopher Brown, Mr. Warren Judge, Mr. William Massey (UNC CSI Foundation Chair), Dr. Ronald Mitchelson, and Dr. Nancy White

UNC CSI Board Ex-officio Members Absent: Dr. Harry Bass

Ex-officio Members Participating by Phone: Dr. Margery Overton and Dr. Harvey Seim

UNC CSI Staff Present: Ms. Kimberly Armstrong, Dr. Lindsay Dubbs, Mr. Robert McClendon, Mr. John McCord, and Dr. Michael Piehler

Other UNC CSI Foundation Board Members Present: Ms. Nancy Ennis

Convene and Introductions:

Mr. Rolf Blizzard called the meeting of the UNC CSI Board of Directors (BOD) to order at 10:00 AM. Mr. Warren Judge made a motion to approve the agenda. The motion was seconded by Mr. Malcolm Fearing. Motion carried, agenda approved. Mr. Judge made a motion to approve the minutes from the last BOD meeting (May 18, 2015). Mr. Fearing seconded the motion. Motion carried, minutes approved.

Announcements: None.

Director's Annual Report:

Report provided by Dr. Nancy White. The report was presented in the new "Centers and Institutes" format. The report will also be forwarded to East Carolina University (ECU) and to UNC General Assembly (GA). The assistance provided by ECU Provost Ron Mitchelson over the last few months is much appreciated. ECU has provided CSI with an additional \$50,000 in operating funds this year and an additional \$50,000 for next year. A new policy has been implemented whereby Dr. White has authority to designate P.I. (Principle Investigator) status. This will allow grants to go through the ECU grants and contracts system. A new staff member has been added to CSI Operations: Mr. Jeff Lewis was hired as full-time horticultural specialist. Mr. Lewis will also be available to conduct educational programming. ECU has designated three faculty lines for CSI. One idea is to create partnerships which would allow for six positions. It will take time – possibly a year or two. One position is currently being pursued: Program Head of Engineering. A determination will be made as to whether the positions will be joint or dual. There are pros and cons to each - it will depend on what works best for the position at the time. A dual position is a contract line that shifts the money from CSI to the home campus partner. A joint position is where there is designated faculty FTE (Full-Time Equivalent) on both sides of the ledger and there is an agreement as to where tenure resides.

The revised CSI organizational chart was discussed. Dr. White explained that the chart is an internal management structure that will allow CSI to ensure that faculty hired will know who they report to and who will provide their performance review. Additionally, the chart is being utilized to help determine optimal placement of future positions. A request was

made by the Board to provide the names of staff actually holding the positions on the chart as it would help the members to relate to who is working where, thus allowing them to be better advocates for the Institute. ACTION ITEM: After the CSI Organizational Chart is approved by ECU, provide names of personnel holding stated positions.

CSI plans to participate in a strategic planning process with ECU. It was stated that it is important to include *all* campus partners in the strategic planning process.

Dr. Daniel Baden (UNC Wilmington) has resigned from the CSI Board as he is no longer director of the Center for Marine Science. A new designee from UNCW will need to be appointed by the Chancellor.

Staff Committee Reports:

Research

Report provided by Dr. Michael Piehler. The goals of the Research Committee are to improve communication and collaboration within and outside of the Institute; to develop strategies to explore research opportunities; to advise Dr. White, and to report to the Board on activities. There was discussion regarding the grant research process; generating revenue; targeting new efforts; and funding. CSI is building a reputation for doing good work. The staff of CSI has become more familiar with the expectations of the business community. The CSI Board has been helpful. Specifically, appreciation was expressed to Mr. Fearing for referring the Department of Transportation (DOT) Rodanthe Emergency Ferry Channel grant. The work involved with the DOT grant is multiple disciplinary and is well-suited to the capabilities of CSI's staff. There was discussion of the amount of research dollars drawn down annually and exactly what is included in that amount. It was stated that it is important to provide details of external funding: ratio of private funding to state and federal appropriated dollars. In addition, the total annual administrative operating fee should be included. ACTION ITEM: Create a simple graphic which provides breakdown of funding.

Academic

Report provided by Dr. Lindsay Dubbs. There was discussion regarding the value that research provides to academic programming. The Ocean Energy Program is a great research engine and a way to connect to the local, state, and national community. CSI's K-12 programs have been offered to thousands of school children. CSI staff has made presentations, engaging the public, in Ocracoke, Hatteras, and Morehead City. Students enrolled in the Outer Banks Field School (OBXFS) made a presentation to the legislature regarding their Capstone project on Oyster Aquaculture. The DASH (Design, Art, Science, and Humanities) program was hugely successful with over 900 participants and provided the opportunity to prove the relevance of science.

There is some revenue generated with the non-degree granting programs but not much with the degree-granting programs – for the most part it is cost recovery with the money going to the department, not to CSI. The OBXFS utilizes the Study Abroad model. There are costs recovered for boat, facility, and vehicle usage. An impediment to having greater student participation is the need for dormitories - the programs cannot be expanded without the addition of dorms. The distance education process has improved and seems to be going well for the CSI staff utilizing it. Dr. Dubbs requested the Board's help and guidance with continuing to reach out to the community and public. It was suggested that a snapshot of the number of students participating in programs would be helpful to provide to the public. Information regarding where the students are from would also be helpful. ACTION ITEM: Determine a way to provide a definitive number of students participating in academic activities at the Institute and what schools they represent.

Facilities

Report provided by Mr. Robert McClendon. The importance of building dormitories was reiterated. Ongoing projects include: dredging of the canal to support large research vessel; installation of fuel dock; ability to charge fees (the Board's approval was requested); and development of a self-guided walking trail for environmental education.

Financial

Report provided by Mr. McClendon. Discussion of financial spreadsheet included in the Board packet. The capital funds required to finance the research vessel and the fuel dock reside at ECU. There was some concern expressed regarding the revenue streams. The public schools are served but there is no money coming in from that sector. There is a need to look at other areas for funding. It is critical that the Board (as CSI's biggest advocate for securing additional resources) understand

the financial condition of the organization. ACTION ITEM: Develop and agree on a format (preferably on a single sheet of paper) that clearly illustrates all funding.

Board Committee Reports:

Nominating Committee

Mr. Fearing provided the report. The names of the two Board nominees were brought forward: Mr. James Rispoli and Dr. William Hogarth. There will be two members added in 2015 and two members added in 2016. Mr. Fearing made a motion to vote on the whole slate (Mr. Rispoli and Dr. Hogarth). Ms. Joan Weld seconded the motion. Motion carried. The slate will be sent forward to the chancellor for his approval.

Executive Committee

Mr. Blizzard provided the report. It was decided that the planned review of revised bylaws would be discussed at another time. Mr. Irvin Aldridge provided information regarding his proposed committee structure. He proposed three major committees: Governance; Budget and Finance; and Planning and Programs. In addition, there would be an Executive Committee comprised of the chair from each of the three committees plus the Board Chair. Each committee would also include a CSI staff member. Each committee chair would provide a report at Board meetings. Members of each committee would be appointed by the Board Chair. It was suggested that the Governance Committee be changed to Governance and Nominating Committee.

Dr. Christopher Brown made a motion to accept the four committees: Governance and Nominating; Budget and Finance; Planning and Programming; and Executive. Ms. Weld seconded the motion. Motioned carried. The committee structure was adopted.

Other Business:

The next CSI Board meeting is scheduled for January 25, 2016.

Presentation of recognition awards were presented to Mr. Michael Kelly for serving as Board Chair for six years and to departing Board members: Ms. Weld, Ms. Cheryl Oliver, and Mr. Charles Evans.

Meeting adjourned at 1:55 PM.

Respectfully submitted,

Kimberly Armstrong