

UNC Coastal Studies Institute Board of Directors Meeting
Friday, September 23, 2005
Nags Head Laboratory
Nags Head, North Carolina

Approved Minutes

Present: Joan Weld, Janet D'Ignazio, Bill Kealy, Charles Evans and Nancy White

UNC Board of Governors: Irvin Aldridge

Ex-officio members: Russ Lea, Tom Murphy

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

Absent: Scott Nixon, Cheryl Oliver, John Gatewood, Lynn Byrant, and Deirdre Mageean

The meeting was called to order by Joan Weld at 8:55am. The group continued to discuss the logo designs from Thursday's (9/22/05) meeting while waiting for members to arrive.

Charles Evans arrived at 9:00am providing sufficient attendance for a quorum to discuss business and administrative issues on the agenda. Joan Weld asked for Charles Evans for comments on the logo design. His recommendations were 1b and 2b from the information mailed. Nancy White concluded that the logo contractor will provide additional concepts with the recommendation suggested on 9/22/05 regarding significance, colors, and imaginary.

Old Business:

-2005 Progress Report:

Nancy White reviewed the progress and development of the Institute in 2004-2005 year. Nancy met monthly with the Vice Chancellors and administrative directors from ECU to open the level of communication with regards all improving all administrative actions including personnel activity, expediting dual appointment contracts and determining the overhead rate and other support services. Russ Lea recommended pushing for the on campus overhead rate now that CSI is developing its own administrative unit, facilities and department. Nancy White stated that the from the Director's perspective, 2004-05 was "a year to staff up" with Marie Magee starting as the new administrative manager, Corey Adams as new lab technician, and John McCord starting to head up communications and education programs. He will assume the responsibilities covered by Christine Miller's position, which will be ending in December, 2005.

The campus design process is underway with the selection of a design team and construction manager at risk. The design team met in August and continues to meet discussing programming issues for the new campus. In conjunction with the new campus CSI is supporting and participating in the Town of Manteo Transportation Study for Roanoke Island. The Laboratory facilities in Nags Head renovations were completed in March with CSI taking over the lease in May, 2005. The grand opening ceremony was held in July, 2005.

Programs for the year for Nancy White, CSI Director's; delivered a seminar at the University of Sydney, Australia on NC efforts to protect water quality, acted as Chairperson for Senator Basnight's Hydrology Committee, serves on the Aquarium Advisory Committee, involved with the Cape Hatteras High School Coastal Studies Initiative Planning Committee, serving on the Sea Grant Director's Search Committee and recently asked to serve on the DUNCOC Policy Board. CSI has also provided technical and administrative support for the Manteo Rotary's committee for the Bowerstown Landfill project and Dare County affordable housing committee. Nancy White stated she now has an academic appointment at East Carolina University with the Department of Biology.

- Draft work Plan for 2005-06: Attachment #5

Administration - Nancy White will continue to meet with Vice Chancellors to improve administration coordination between the Institute and ECU. The Institute will investigate options to purchase a vehicle through the state motor pool.

Programs – Negotiate dual appointment faculty position with ECU for a Program Head of Maritime Studies and UNC-IMS for Program Head for Coastal Processing and Ocean Observing. CSI will continue to work with ECU Dive and Boat Support Groups and research means for accessible (boat) water access either with College of the Albemarle or Wanchese Seafood Industrial Park. Nancy White discussed the development of a user policy for the Nags Head Lab facilities. Russ Lea stated that the only type of fee users CSI could charge would be for time and effort (technician's time, boat time, dive time) because the building time is covered under the legislative support for maintenance and operations of a facility. Russ Lea also recommended having a "Science Advisory Committee" to set the priorities on who may use the facility; this so as not to fall back on the Director or CSI staff.

Janet D'Ignazio recommended developing criteria for an advisory board positions and responsibilities to assist with recruitment.

Russ Lea suggested researching other institutions/organization that has scientific advisory boards such as Highlands Biological. He recommended recruiting active scientist who can speak for the field they work in, who are actively involved in research programs while also including active agencies/statewide contacts. Russ Lea recommended Nancy White contact Tom Wentworth from Highlands Biological for guidance.

With the start of the new Coastal Studies and Sustainability Specialist, John McCord, Outreach, Education and Communication will be coordinated under one person, to improve the position of the CSI Foundation and the community. John will be taking on the Christine Miller's work at the end of December, 2005. Christine Miller who has done an outstanding job will be continuing full time work with NCDENR.

Nancy White noted that the Coastal Law and Policy Center is requesting support from CSI—she will be serving on the planning committee.

Initiatives for the upcoming year include adding video conferencing to improve meeting capability, distance education programs with ECU and partnering with ECU and OP to conduct economic impact study on enhancing educational programming utilizing Carteret County as an example.

Budget 2005-2006: Attachment #6

Currently will be moving three staff salaries from the state funded (1000 series-\$336,272.00) account to Grants approved programs to reducing the project overhead cost in state account while also adding one full time staff in October, 2005.

Supply & Material (2000 series - \$55,200.00) includes operational, office, postage, lab and repair & maintenance supplies. Also includes the cost to Motor Pool for use of vehicle – which includes the monthly gas and maintenance. Russ Lea suggested if we were interested in purchasing a vehicle for the Institute (long term use) to purchase it through Motor Pool and utilize the support services to care for the vehicle due to the cost of gas and maintenance.

Current Service (3000 series - \$88,000.00) includes extensive travel by staff, building operations services, postage, advertisement, computer services, and repair & maintenance to facilities and boats. A one time service agreement (\$20,500.00) will be issued to the Town of Nags Head who are contracted construction services to outfit cabinetry to open spaces. Work is expected to be completed November 1, 2005.

Fixed Charges (4000 series - \$20,200.00) includes rent to for the lab space, insurance fees and rental of office equipment. Capital Outlay (5000 series - \$12,000.00) includes parts for the boat, computer, and equipment for the new position.

Other Initiatives include start up programming support for the Education and Outreach Program (\$20,000.00), dual appointment position head with ECU and IMS (\$70,000) and a one time fee to Coastal Law & Policy Program (\$25,000). Projected expenditures from the 2006 state budget of \$650,000 totals \$626,672. Other expenses such as wages, contracted position and lab & field research equipment will be requisitions from the start-up/support budget (5-27901) totaling \$119,175.00.

Discussion followed regarding the Coastal Law & Policy Program. Nancy expressed that we (CSI) are sending money to Raleigh and not fully receiving the benefits in the local

community. CSI would prefer that an intern would be in the community working with the Coastal Resource Commission on legal issues affecting the coastal region, helping to provide workshops and information to local groups and professionals. Most of the work up to this point has been completed at the Law School in Chapel Hill. It was decided that the Law & Policy Program staff presence in the community and at the coast to engage in the dialogue on local policy issues. Russ Lea suggested that we earmark the budget and distribute funds on a gap by gap basis – where the Law & Policy Program will look into identifying the community needs then to create an educational program based on that input. They should charge for the workshops so they could be self-sustaining. Any overhead from the workshops can go towards a trust fund to assist with the self-sustaining program.

Joan Weld suggested a motion be made on this particular budget line item under other initiatives (\$25,000.00 one time fee to Coastal Law & Policy Program).

Janet D'Ignazio made a *motion* that “CSI to reserve \$25,000 for the 2006 budget for the Coastal Law & Policy Program in anticipation of a business plan to cover both the administrative side in creating the center (planning, location and support) and creating the programmatic plan (action agenda, workshop and internship program) structure for the partnership between CSI, Sea Grant as well as other partners being brought to the table; particularly those that connect the implementation side of the Coastal Resource Commission”.

Charles Evans seconds the motion and all voted in favor.

Joan Weld asked if there were any other questions concerning the budget. Russ Lea asked about the carry over funds from FY05 a total of \$70,000. Nancy White stated it has not been carried into FY06 budget as of today but promised by the end of October, 2005. Details for the additional \$20,000 allocation for this year and the \$70,000 for carryover from FY05 budget have not been allocated to line items or areas of the Institute. Janet D'Ignazio would also like to see a work plan for the programmatic initiatives this year particularly gearing around John McCord's new position with education and outreach programs. John McCord said he will create and continue a dialogue with the Board as he learns more about the local education and organizational needs of the community.

The Board agreed to set up a sub-committee to review the future activity of this year's budget. The sub-committee will report to the entire board the actions to re-allocate the additional funds of the state budget.

Russ Lea made a *motion* “for the Board to approve the budget as forecasted with the documents that are present pending action for additional expenditures- the remaining funds will be approved by future action whatever structure approved (sub-committee)”.

Janet D'Ignazio seconded the motion and all were in favor.

Joan Weld requested the Board to refer back to yesterdays agenda and to review the minutes to the November 12, 2004 Board of Directors meeting. Charles Evans made a motion “to approve the minutes as present from the November 12, 2004 BOD meeting”. Russ Lea seconded and all were in favor.

The motion made at the November 12, 2004 meeting regarding the Coast Guard Station was followed up with a letter from Molly Broad (included with the Board Package). The Board was in favor of the response sent by President Broad.

New Business:

2005 -2006 Budget Review was completed and approved with a motion.

Upcoming Board Schedule: Janet D’Ignazio expressed the need for consistency and attendance by the members at the upcoming board meetings either by video conferencing (preferred) or conference calling. Joan Weld requested the staff to communicate (via e-mail or mailing) from time to time providing developments and activity of the Institute. Russ Lea recommended the Board to meet in March or April 2006 (a) to discuss and approve the architectural design of the campus and (b) review costs in order to present the concept to legislature May, 2006. The Board agreed to meet March 9 & 10, 2006 for the next meeting with priority agenda items be to review the architectural and programmatic development of the campus and in order to be ready for the legislative short session.

Fall meeting to be determined for September/October 2006. Nancy White will e-mail the Board with selected dates.

Sub-committees:

Janet D’Ignazio recommended addressing and forming sub-committees. Nancy White will draft guidelines for the Science Advisory Committee to include the kind of leadership needed, roles and responsibilities and recommendations from other institutions. The “new campus” building sub-committee has been formed including local organizations, institutes/universities, citizens and special interest groups and staff of CSI. Nancy White did not think it was necessary for the Board to participate in the current building planning meeting due to the frequency of these meetings. The staff at CSI will prepare Board reports regularly to inform and communicate the progress of CSI facilities, program and administration. In turn the Board can advise and prepare information for the upcoming meetings.

Budget sub-committee will consist of Bill Kealy, Cheryl Oliver, Joan Weld and Scott Nixon. This committee will discuss additional use and need for state fund and advise the Board for future spending in the fiscal year- all pending with the agreement from Cheryl Oliver and Scott Nixon.

Other Agenda Items:

Russ Lea stated that the development of the new campus design will be a major topic for the Board this year to educate the legislature and local community on what the institution is all about and seeking the funding for the construction of the facility. Nancy White continues to meet with Dare County official to expedite the land transfer from Dare County to the UNC/OP. May 1, 2006 would be the ideal date to have the land title (the latest July 1, 2006) so the funding can go through short session legislature. The design team will provide official documentation by January, 2006 for justification on “how much” of the property will be required to build the campus. (This is a deciding issue with the Dare County Officials – on how much property will be transferred for the new campus).

Russ Lea recommends CSI make a phone call after this BOD meeting to relay the fact that the Board is enthusiastic on the progress and architectural design of the campus and want to move forward on the transfer of ownership for the land. Nancy White will also investigate other means move the land ownership – possible discussions with Senator Basnight’s office, presentation to the county commissioners, continuing regular meeting with the Airport Authority and other neighboring organizations.

Tom Murphy agreed to work with other Board members and the staff to prepare a detail oral presentation with a justification for the Dare County Board of Commissioners.

Irvin Aldridge confirmed that groundbreaking during Molly Broad’s Presidency would be a tribute to her since it was under her administration to develop the Institute.

CSI Foundation:

Tom Murphy discussed the present status of the CSI Foundation. They met in August but not in September due to the hurricane but hope to continue to meet monthly. The Foundation future plans are to continue to work with the Higher Education Task force and start recruiting people for the Foundation Board. Next meeting will be held in October.

Working Lunch: (Website Evaluation)

Christine Miller presented updates on the progress of the CSI Website and requested feedback on the links. Currently the site is work in progress and we continue to display the last year version until the current technical work is reviewed and approved. The future plans for the web site is to development of the graphic layout.

The meeting was adjourned at 12:30pm.

Respectfully submitted
Marie Magee
University Administrative Manager

