



UNC Coastal Studies Institute Board of Directors Meeting

Minutes

Friday, September 21, 2012

National Wildlife Refuges Visitor Center

Manteo, NC

ATTENDEES

Board Members Present: Mr. Michael Kelly (Chair), Mr. G. Irvin Aldridge, Mr. Rolf Blizzard, Dr. V. Charles Bruton, Mr. Charles Evans, Mr. Malcolm Fearing, Mr. Glenn Futrell, Mr. William Kealy, Ms. Cheryl Oliver, Mr. Michael Thompson, and Ms. Joan Weld

Ex-officio: Dr. Nancy White, Dr. Harry Bass, Dr. Chris Brown, and Ms. Willo Kelly

Staff: Dr. Andy Keeler, Dr. J. P. Walsh, Mr. Robert McClendon, Ms. Marie Magee, and Ms. Kimberly Armstrong

Guest: Mr. Bill Massey (UNC CSI Foundation, Executive Director)

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

ABSENT: Mr. Richard Johnson, Dr. John Wells **Ex-officio Members:** Dr. Daniel Baden and Dr. Ron Mitchelson

CONVENE AND INTRODUCTIONS

Mr. Kelly, Chair, called the meeting of the UNC-CSI Board of Directors to order at 9:10AM and welcomed all in attendance. Ms. Armstrong conducted the roll call.

AGENDA AND MINUTES

The agenda was approved. The minutes from the last board meeting (June 1, 2012) were approved.

REPORTS AND CONTINUING BUSINESS

Academic Planning:

Dr. Walsh described planned programs. He stated the objective is to build academic programs at UNC Coastal Studies Institute (UNC CSI). The group is working on creating a summer semester program for early undergraduates. It will be held after the spring semester. There are five courses being cycled through the university system for approval. Planned capacity is for forty students to participate in the classes. The students will lodge at Festival Park Housing.

Events Planning Committee:

Mr. Massey provided an update on several events planned to celebrate the opening of the new campus. The desire is to have events that will allow people to gain an understanding of what UNC CSI does. Funds are needed to carry them out. Mr. Massey requested suggestions regarding potential financial resources. Dr. White stated that she would contact President Ross regarding an available date for his participation and determine how he prefers to handle the dedication ceremony.

Mr. Kelly stated that he and Dr. White hope to attend the ECU Board of Trustees meeting in November and make a presentation on UNC CSI to help them gain a better understanding of the organization. Mr. Kelly stated that he would like to invite a few members of the Board of Governors to visit UNC CSI. Dr. Brown noted the new BOG Chair, Peter Hans, would like to visit. Mr. Kelly stated that UNC CSI will be happy to accommodate their schedule. He suggested some time after the first of the year.

Dr. Walsh announced a virtual open house event planned at ECU October 26. A demonstration of the type of work to be conducted at the new UNC CSI campus is planned.

Administrative & Governance Committee:

Dr. White stated that the bylaws have received approval from President Ross. The Board now includes representation from each of the partner campuses. She has spoken to Warren Judge to let him know that Dare County has an ex officio appointment to make.

Mr. Kelly requested Dr. Brown to express the Board's appreciation to President Ross for his assistance with the Bylaws.

Nominating Committee:

Mr. Kelly stated the terms of appointment for the Board members have been determined and as a result, there are no vacancies on the Board until fall 2013.

Dr. White recognized Dr. Bass, a new ex-officio member, attending to represent Elizabeth City State University.

Space Management Committee:

Mr. McClendon reported that the committee reviewed ECU's space policy and basically adapted it to what is appropriate at the new campus. Most of the individual offices have been assigned. There are also offices for visiting faculty. Dr. White stated that she would be working with ECU to determine user fees. Mr. McClendon stated that anyone desiring to conduct work at the campus must have an objective in line with CSI's mission. Visitors would be assigned to one of the program heads who will have the responsibility of "sponsoring" them by locating office and lab space and generally keeping up with them. Ms. Oliver stated that she will provide a copy of a Memorandum of Understanding (MOU) that NOAA recently established with a new facility in Santa Cruz, CA, which has some language regarding user fees.

Operational Agreements Review:

Dr. White stated that Dr. Andy Keeler is now the co-director of the Institute for Environment Albemarle Ecological Field School and will be the sole director in January. The program's name has also been changed to Outer Bank Field Site. The MOU has been approved and is in place. There is a lot of excitement about the program - it's a great opportunity and they look forward to growing the program. Dr. White stated that the ECU MOU is still in the process of being reviewed internally. In particular, there are concerns about having the administrative tools to manage the facilities and programs in an inter-institutional manner. Mr. McClendon noted that issues of importance to UNC CSI are noted in the MOU so that ECU may better understand the needs and provide the necessary support.

Policy Committee:

Dr. Keeler stated that in developing the UNC CSI Policy Manual, policies at UNC GA, ECU, and VIMS were reviewed. Situations such as how to deal with visiting scientists and handling events on campus were considered. Draft policies are currently being circulated internally for comments. The policies need to be published and updated. Proposed policies will be shared with the Board for input and approval.

Dr. White suggested that a Board sub-committee be formed to refine the first version. Appointed to this committee were Mr. Fearing, Mr. Kealy, and Dr. Wells. Mr. Fearing will be the main contact person and will represent the Board at the Policy Manual Committee meetings.

Field Operations Committee:

Dr. White summarized for Mr. John McCord and Mr. Dave Sybert (co-chairs of the Field Operations Committee), that the committee is developing a standardized set of guidelines for field operations that incorporates the new capabilities provided by the new campus.

Foundation Report:

Mr. Massey reported that the Foundation Board is focused on the event to celebrate the opening of the new UNC CSI facility. They have a meeting scheduled in the afternoon.

UNC CSI Annual Report

Dr. White asked if there were any questions about the written report. Given none, she made a point to note that Drs. J. P. Walsh and Reide Corbett joined UNC CSI as interim co-Program Heads for the Coastal Processes program. Dr. Nathan Richards who had been interim program head for Maritime Heritage is now permanent.

Dr. White stated that the move to the new campus will begin around mid-November.

Discussion of UNC CSI Five Year Strategic Plan

Dr. White stated that all the program heads and senior staff have reviewed the strategic plan and consider the plan circulated to the board for review to be the final version. The Strategic Plan reflects the goals of the next five years, the workplans to accomplish those goals, and the budget requirements.

Ms. Weld made a motion to adopt the Strategic Plan as outlined. Mr. Irvin Aldridge seconded the motion. The Strategic Plan was adopted by a unanimous vote.

Discussion Proposed Joint Committee on Public Affairs and Finance

Dr. White asked for a discussion regarding an idea that had been previously discussed which is the formation of a Joint Committee with the Foundation focused on Public Affairs and Finance. She suggested this committee could represent the Board in the biennial budget process this spring. The committee

would be dedicated to understanding the UNC CSI budget, be available to provide advice, and act as a liaison with public officials. After a discussion, it was decided that in lieu of a special committee, Dr. White will seek advice and support from various Board members as the need arises.

Discussion of the President's Review of UNC Marine Science Programs

Dr. Brown stated that six North Carolina universities have marine science programs. A self-study survey will be sent out to each of the chief research officers on the campuses who will forward it to the activity leaders to complete. A visit to UNC CSI to review program areas may take place in the January timeframe. Dr. Brown stated the goal of the review is not necessarily about how to be more efficient but about achieving excellence. The primary audience for the final report is President Ross. The secondary audience is the Board of Governors. Dr. Brown stated he would like to complete the report by Mar/Apr 2013. For UNC CSI, he suggested that the report be submitted to ECU. He will request Dr. Ron Mitchelson to contact Dr. White in this regard. There was discussion as to the effectiveness of UNC CSI reporting through ECU, concluding in a concern that the broad scope of programs such as UNC CSI, Sea Grant and WRII might be best represented if reporting was done directly to the VP of Research. Dr. Brown thanked Dr. White for making him aware of the situation.

The next meeting is scheduled for January 18, 2013.
Meeting adjourned at 1:00.

Respectfully Submitted,

Kimberly Armstrong
Recording Secretary