

UNC Coastal Studies Institute Board of Directors Meeting
Friday March 2, 2007
North Carolina Aquarium – Roanoke Island
Manteo, North Carolina

Draft Minutes

PRESENT

Board: Ms. Joan Weld (Chair), Mr. Charles Evans, Mr. Richard Johnson, Dr. John Wells and Mr. Thomas Murphy

Ex-officio: Dr. Russ Lea (VP for Research UNC GA), Dr. Deirdre Mageean (VC for Research ECU), Ms. Lynn Bryant (Dare Co Higher Education Task Force), and Dr. Nancy White (Director, UNC CSI)

Staff: Dr. Michael Piehler (Program Head E2H2), Mr. John McCord (Program Coordinator, Extension and Outreach), Mr. Michael Muglia (Research Associate, Captain, Field Research Coordinator), Mr. Robert McClendon (Extension Specialist, Sustainable Design), Ms. Marie Magee (Administrative Manager), and Ms. Suzanne Stoeckle (Education and Office Assistant)

Guests: Dr. Stephen Culver: Chair, Dept. of Geologic Sciences, ECU
Mr. Dennis Stallings: Pearce, Brinkley, Cease & Lee Architects
Ms. Gina Shoemaker: ECU Dept. Const. and Eng.
Mr. Benjamin Cahoon: Cahoon & Kasten Architects
Ms. Heloisa Fiasco: Cahoon & Kasten Architects
Ms. Jolie Thomas: Pearce, Brinkley, Cease & Lee Architects

Board Members Absent: Mr. William Kealy and Ms. Cheryl Oliver

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

Chair Joan Weld called the meeting to order at approximately 8:45 a.m. and welcomed all in attendance. Ms. Weld revised the order of proceedings until Messrs. Evans and Murphy's arrival at 9:05AM made a quorum for the Board.

Reports and Continuing Business:

Budget and Administration:

Administrative Manager Marie Magee provided the administrative reports. Personnel changes/additions include the following: Mr. Corey Adams promoted to full-time, permanent status with title change from Research Technician III to Research Specialist; Mr. Tracy Hutcherson, Research Tech, is a new hire working on USDA grant in Morehead City; Ms. Suzanne (Suzi) Stoeckle hired January 2nd filling the Education and Office Assistant position, and Ms. Karen Fisher, Research Technician, hired February 13th to assist with the Ocean Outfall research program.

Annual facility inspections were completed by ECU Environmental Health and Safety Program at the Bell House (Manteo office) and the Nags Head Lab. Minor facility modification and lab safety training will be incorporated into both building operations. The US Coast Guard visited the Lab to assess CSI's 21 ft. and 25 ft boats for certification as research vessels. Repair work is currently being completed on the 21 ft. boat as well as safety equipment is being added to meet their standards. Director Dr. Nancy White commented that the 21 ft. Parker boat was gifted to CSI from the state with hull and deck deterioration, which needed repair for the research certification.

The US Coast Guard was very impressed with the efforts Captain Muglia has made with ECU's Dive and Boat Safety Control Board. UNC GA VP for Research Dr. Russ Lea commented that the research vessel certification is achieved, forward a copy to ECU.

Ms. Magee reviewed CSI 2006-2007 state operating and administrative budget with the format recommended from the October 2006 BOD meeting. The format includes the 2005-06 actual budget, the 2006-07 adjusted budget including carry over funds (unencumbered funds) from 2005-06 budget, and the actual expenditures to January 31, 2007. Expenditures are proceeding as planned.

Dr. Lea suggested to also report sponsored activities and contracted agreements with other agencies (that are funded from state-allocation) separately. Dr. White noted in the next two (2) years we will likely no longer have funds available to sponsor outside agreements. All funds are expected be fully committed to personnel and operating expenses, but, in the interim, we will report them separately.

Ms. Magee noted in response to Board member Dr. Wells' questions that carryover has been included in both previously encumbered but unpaid purchase orders as well as unused/unreserved funds; and noted that grant/contract/ overhead accrual is in a separate account. The current total is close to \$10,000.00. Dr. Lea suggested dispersing funds in a timely a manner.

Regarding budget/ activity issues, Dr. White noted that UNC CSI's campus design cannot be completed unless the construction budget request, which was included in the UNC Board of Governor's budget request to the legislature, is funded.

With regards to potential expansion of activities associated with the campus, there was a discussion about the process by which CSI might request an increase in operating funds. Dr. Lea recommended that CSI solicit the support of the participating campuses in any budget request submitted to GA. Dr. White reported that there has been one briefing meeting with UNC GA's VP of Academic Affairs, Dr. Harold Martin UNC-GA and the five (5) partnering campus Chancellors (UNC-CH - Moeser, UNC-W - DePaolo, NCSU - Oblinger, ECSU - Gilchrist, ECU - Ballard) to report on CSI's activities. Each chancellor appointed a liaison on the CSI Science Coordinating Committee to keep them informed on the progress of the institute and committees. Dr. Lea recommended a follow up meeting be held. He also noted that in Mid-March all inter-institutional center Directors be advised on changes to administrative procedures at GA.

Website Update:

Extension and Outreach Program (E&OP) Coordinator John McCord reviewed website improvements. Updates and content are being added regularly noting the Jennette's Pier live webcam feature became available in March. He noted we will be adding a FTP site soon. Board members will be able to log on to review and provide feedback on secured documents. We are currently waiting for a response from UNC-GA IT department about the set up. Dr. Lea suggested he be copied on email communications to allow him to facilitate.

Estuarine & Coastal Processes (ECP) Program Head Status:

Dr. Stephen Culver, Chair for ECU Department of Geological Sciences and partner with UNC CSI on the ECP Program Head position, presented an update on the advertised ECP Program Head position. Advertisements were posted in late January, 2007 and in the March issue of Geo Times. Currently one (1) application has been submitted and the position will remain open until the right person is found for the position.

Board members Mr. Thomas Murphy and Mr. Charles Evans arrive.

With the arrival of Murphy and Evans, Chair Weld requested a return to the agenda and a review of the previous meeting minutes.

Review of Minutes:

Board Member Charles Evans noted the spelling of Tyrrell County needed correction. He also asked that in the foundation sub-committee report, to insert the word "effective" in the sentence "have a foundation", so it would read "have an effective foundation". Mr. Evans also noted the following corrections:

- o Army Corps of Engineer should be corrected to Army Corp of Engineers;
- o Under Board recruitment, the first word of this section should read "currently" instead of "current"; and
- o When referring to the UNC President, the minutes should be changed from UNC – GA to UNC President.

Chair Weld also noted that Mr. Murphy's status in the minutes needed correcting. The Foundation Chair is regular board member and not Ex-Officio. This is compliant with the terms of the by-laws.

Dr. Wells made a motion to accept the minutes of the October 20th Board of Directors' meeting with the noted corrections. Board Member Richard Johnson seconded the motion. The motion to accept the corrected minutes was unanimously approved by the board.

Program Area Reports:

Estuarine Ecology and Human Health (Report by E2H2 Program Head, Dr. Michael Piehler):

Dr. Piehler reviewed the Ocean Outfall, Lake Mattamussett, Izzy's Inlet, Sea Level Rise, Climate Change and National Estuarine Research Reserve Research projects being conducted in this program area.

He noted that the Ocean Outfall project has been initiated. This project, which is to study the impacts of stormwater flows and pathogen transport on recreational waters of the ocean side beaches in Dare County, is very complex with multiple parties and demanding field work.

He also noted that the research work at Lake Mattamussett with UNC doctoral candidate Mr. Matthew Waters is being completed. The paleolimnological findings from Lake Mattamussett will have a significant impact on the academic field as well as be pertinent to Hyde County. CSI is the first to study this aspect of the complex dynamics of these unique coastal Bays. UNC PhD Candidate, Matt Waters will be finalizing his work at the Lake this spring.

Dr. Piehler briefly reviewed the findings from Izzy's Inlet (Cape Hatteras) research. Dr. Pete Peterson (faculty) and Mr. Zackary Long (post doctoral student) of UNC Institute of Marine Sciences are supported by CSI funding to study the recovery of the ecological communities after the breach and fill following Hurricane Isabel. This project will help develop guidelines and methods for beach renourishment and restoration.

Dr. Piehler reported on the current study funded by NOAA on the ecological effects of sea level rise. This project is based out of UNC Chapel Hill Institute of Marine Sciences (UNC IMS) with collective management distributed to other universities. It is productive despite the complexities of involving so many units.

Dr. Piehler then gave a brief overview of a new proposal being funded by the National Institute for Climate Change Research with Dr. Anthony Rodriguez (Faculty) of UNC-IMS and Dr. Brent McKee (Faculty) of UNC-CH. He then finished with a brief review of the work funded by NOAA National Estuarine Research Reserve System being conducted in the Nags Head Lab.

Chair Weld asked if the samples were collected of the recent rainfall event. Piehler responded that 212 samples were collected.

Education and Outreach (Report by Program Coordinator, John McCord):

Mr. McCord provided the Board with a sample press packet and asked for their input when convenient.

He also reported on the Oyster Hatchery program led by NC Aquarium Division with CSI as an advisory participant. As a component of that effort, he is working with the students at Cape Hatteras Secondary School (CHSS) to help them create small hatcheries so they can monitor, study and learn about shellfish. Board Member Murphy mentioned this is a great partnership and connection to CHHS since their long term goal is to become a marine science magnet school.

McCord noted that CSI is also assisting with three local high schools' participation in the NOAA underwater Remotely Operated Vehicle (ROV) competition. CSI is providing guidance and assistance to help prepare to participate in the regional competition at Langley Air Force Base on April 21, 2007.

Mr. McCord also reported that CSI staff is providing educational programming in the areas of green building, sustainable design and low-impact development. CSI partnered to help develop demonstration sites at the Roanoke Island Aquarium (cisterns), Town of Nags Head's Harvey Sound access facility (cisterns and solar panels) and Kill Devil Hills life saving station (solar and cisterns). There is also a bioretention area and cisterns in Kitty Hawk with technical assistance provided for those sites by Dr. White. These sites are and will be used for community education workshops.

McCord noted that CSI has sponsored twenty (20) programs and lectures highlighting environmental education with 1,500 participants. A discussion followed about how to track the students who participate to gauge the effect programming has on their choice of career path.

Coastal Sustainability/Maritime Heritage (Reported by Mr. Robert McClendon, Sustainable Design Extension Specialist):

In addition to working with Mr. McCord's programs in sustainability, Mr. McClendon reviewed his efforts with the Town of Southern Shores, which contracted with CSI to research and compose recommendations on storm water management. McClendon is also participating with NC State University and several other organizations in the development of a statewide low impact development (LID) manual. Funding from that project will be available to provide local education programming to the community on LID.

McClendon also reviewed CSI's efforts on the Bowerstown Landfill project, Rodanthe Recycling Center, Hatteras Village working waterfront, the smart growth institute regional development program in Camden County, and the Outer Banks Homebuilders Association Green Building Initiative.

Estuarine Coastal Processes (Reported by Mr. Michael Muglia, Research Associate):

Mr. Muglia discussed the work being conducted by Ms. Eve Devaliere, a jointly appointed research assistant with UNC and the USACE. Ms. Devaliere is preparing near shore wind and wave models for application to area coastal waters. Board Member Evans inquired as to the potential for a local weather station. Muglia reported that there is meteorological equipment being proposed for the work being done at Jeanette's Pier.

Mr. Muglia noted that CSI is facilitating a workshop on March 14th to coordinate efforts for a NOAA water level measurement station in the estuary. He concluded his report with a summary of the potential for a NC Aquarium kiosk which may highlight ECU associate professor of Biology Dr. Joseph Luczkovich's fish acoustics research.

Science Coordinating Committee (SCC) (Report by Director White and Committee Chair Culver):

Dr. White stated that there are currently thirty-two (32) members. As CSI continues to develop programs, the member list may need to be revised to target certain expertise otherwise the committee may become too large to be effective. Board Member John Wells concurred. He noted that the member list is already long and suggested limiting the size to keep it manageable.

Dr. White thanked Chair Weld for participating in last SCC meeting and invited other Board members to attend.

Dr. Culver then reviewed the minutes from the January 2007 SCC meeting. Twenty five (25) members and staff attended. Highlights included a discussion on the roles and responsibilities to help coordinate between campuses, provide networking, and collaborative input as well as to assist in new program development. All agreed that having input from various institutions is a good way to focus on what is needed and to avoid competition. The next SCC meeting will be held in May in Greenville.

Chair Weld added the meeting went well and was very productive. She commended Dr. Culver's management of the meeting saying he handled it "beautifully."

Dr. White then discussed the efforts of the Marine Sciences Task Force (MSTF), which was also part of the SCC agenda. The MSTF is an initiative of President Bowles to develop the potential of university marine and coastal sciences to assist in economic development. White thanked Dr. Lea for the opportunity to chair the D4 committee, which addressed issues related to coastal communities and environment under risk or threat of disasters, development, drilling and defense. Dr. White noted the committee focused on sustainability: disaster risk assessment, economic diversification and engineered mitigation. Twenty-seven (27) scientists and eight (8) campuses participated to develop three proposals, which will be submitted to GA for review.

Foundation (Report provided by Foundation Chair Thomas Murphy and Foundation member Lynn Bryant):

Mr. Murphy and Ms. Bryant reaffirmed their intent to step aside from Foundation responsibilities, and the need to recruit new people and make the Foundation more productive. Murphy said the Foundation has not met for their annual meeting. He is waiting for the new leadership. Chair Weld stated they had not been able to identify a person to take on that role.

Mr. McCord presented a handout on projects and efforts, noting there are many worthy efforts needing foundation support.

Chair Weld asked to amend the agenda to move the Campus Project report forward since the architects had arrived. All agreed.

Campus Project (Reported by Mr. Dennis Stallings of PBC + L and Mr. Benjamin Cahoon of Cahoon & Kasten):

Mr. Stallings presented a detailed slideshow of the site and floor plan designs for the campus. The slideshow presented the layouts of the two (2) level facilities with the administrative, classroom, workspace and residential areas. He noted the green building goal is to aim for gold – level LEED rating, but conservatively, the building should earn a silver rating. Ms. Weld asked about the additional cost associated with green building. The architects stated that costs associated with green building elements will create a 3 to 3 ½ % increase. The estimated budget of \$32M is based on the time of completion and occupancy in April, 2010, if funded this legislative session.

Legislative Initiative (Open Discussion):

Chair Weld stated that the time is critical to form a legislative action committee. Board members need to be involved to help provide information and expertise about CSI with the legislators.

White noted that the construction request is the top priority. It is not in the governor's budget, and it may not be funded again this year without Board efforts with the legislature. Dr. White stated that she will be meeting with Austin Bunch at ECU to gain their support for CSI's needs. Dr. Lea reiterated that we need to meet with the partner chancellors, preferably in the next month, to review the site design and keep them informed. Chair Weld asked Evans and Johnson to contact legislators, brief them on CSI's needs, and arrange a meeting.

After discussion three (3) action items were developed. First, Drs. White and Lea will ask to meet with Chancellors to brief them on the progress at CSI. Second, Board members Johnson and Evans will contact legislative staff and establish a meeting date during April to present the architectural schematics of the institute. Lastly, Lea, White and Johnson will continue to push for the completion of the land transfer from Dare County to the State, and then organize a celebration of the event. President Bowles, the chancellors of the universities, Dare County Commissioners and other local officials should all be invited. McCord will create educational literature to assist the Board and staff with their efforts to inform the community and legislators.

New Business:

Program Head Positions:

Director White reported that as a result of the SCC and MSTF efforts, CSI had the opportunity to develop two new programs, one in social sciences with ECU and one in engineering with NCSU, both in the area of coastal sustainability. She proposed that if each campus installed a significant program on the coast with CSI then each needed a program head to oversee program development. This is a change in our current thinking of "one head per program area". Board member Wells agreed and felt that this would help prevent programs from "operating in silos" as well as philosophically support CSI's mission to be responsive to campus efforts in relevant and timely areas of work. All agreed.

Board Election and Re-Appointments

Director White also gave a brief update on new Board appointments. The four (4) nominees discussed at the last Board meeting agreed to be nominated. Their names were sent to President Bowles for consideration, who also forwarded them to Senator Basnight's office for review. The nominations are still pending. The four (4) nominees are: Dr. Charles Bruton (Mulkey Engineering, previously with NC Department of Transportation), Mr. David Twiddy (President & COO of Gateway Bank & Trust Co.), Mr. Michael Kelly (local restaurateur and member of ECU BOT) and Dr. Ronald Baird (Research Professor at UNC-W and former National Sea Grant Director). Dr. Lea commented that President Bowles is reassessing the appointment process which has caused a temporary backlog. Chair Weld noted that these four nominees, when added to the current membership (7), will seat 11 members on the Board. Fifteen members are the maximum allowed (CSI Bylaws).

Dr. White also noted that Mr. Evans, Chair Weld, Ms. Cheryl Oliver and Mr. William Kealy's appointments needed to be renewed. John Wells made motion to have all four expired board positions be appointed to another term. Mr. Johnson seconded the motion, and all members were in favor. After much discussion and with full Board support, Ms. Weld said she would continue to serve as her chair position until such time that an appropriate leader from the northeast community emerges.

Ms. Bryant said her position on the Board will not be needed once the land is transferred. However in accordance with CSI's By Laws, an ex officio seat is allocated to the Dare County Higher Task Force Chairperson—a change would require an amendment. Weld suggested that a By Law committee should be appointed. This will be discussed at the next meeting.

The next board meeting is was set for Sept 14, 2007.

The meeting was adjourned at 1:30PM.

Respectfully
Suzanne Stoeckle
Marie Magee