Coastal Studies Institute
University of North Carolina

Board of Directors (BOD) Meeting

Minutes

Monday, May 18, 2015, 10:00 AM
UNC CSI Campus, Room 242

Attendees:

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

UNC CSI Board Ex-officio Members Present: Dr. Harry Bass, Dr. Chris Brown, Mr. Warren Judge, Dr. Ron Mitchelson, and Dr. Nancy White

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

UNC CSI Board Members Absent: Mr. Irvin Aldridge, Mr. Bill Kealy, Ms. Cheryl Oliver, and Dr. John Wells

UNC CSI Board Ex-officio Member Absent: Dr. Dan Baden

UNC CSI Staff Present: Ms. Kimberly Armstrong, Dr. Reide Corbett, Ms. Marie Magee, Mr. Robert McClendon, Mr. John McCord, and Dr. Nathan Richards

UNC CSI Foundation Board Members Present: Mr. Bill Massey (Chair) and Ms. Feather Phillips

Convene and Introductions:

Mr. Rolf Blizzard called the meeting of the UNC CSI Board of Directors (BOD) to order at 10:00 AM. There were no announcements. Mr. Malcolm Fearing made a motion to approve the minutes from the January 7, 2015 BOD meeting. Mr. Warren Judge seconded the motion. All were in favor.

Staff Reports:

Academic Operations

Mr. Robert McClendon (Interim Director, Academic Operations, and committee Chair) provided an update:

- Discussion of Facility Use Guide – guidelines for collecting a fee from groups whose mission does not necessarily complement that of CSI (currently no fee is charged for groups with similar interests).

It was suggested to more fully discuss this topic during the Executive Committee meeting in the afternoon.

- Effective July 1, CSI will be moving from the Department of Research and Graduate Studies (ECU) to the Department of Academic Affairs (ECU).
- CSI's involvement with grants and contracts and with the budget and general accounting is becoming increasingly complicated - it is a heavy workload for the one Business Officer at CSI.

Dr. Chris Brown asked if Mr. McClendon was suggesting that assistance is needed. Mr. McClendon stated that a staff person to handle grants and contracts would be helpful.

- Regarding the CSI facility, all systems in the building are on maintenance contracts with ECU. Mr. Mike Hosey (CSI Facilities Manager) has been onboard for six months and is doing a great job.

Dr. Nancy White agreed and stated that Mr. Hosey is a good team player.

- Work underway at CSI includes preparations for the installation of a fuel dock at the CSI boat ramp. Regarding the Nature Conservancy properties, they are ready to proceed with the nature path (funded by DOT it will begin at Skyco Road and end by the Marine Operations Building).

Dr. White stated there has been talk about the NC Aquarium (on Roanoke Island) relocating to the CSI campus. Presently, it is just in the talking stages; however, she wanted to make the Board aware. Mr. Fearing suggested it might be a good time to discuss the future of the CSI facility and surrounding property. Mr. Blizzard suggested a master site plan be developed. He would like to put together a long-range planning committee for the site.

Dr. White stated there are plans for Dr. Virginia Hardy (Vice Chancellor, Student Affairs, ECU) to visit CSI and help develop a business plan for dorms.

Field Operations

Dr. Nathan Richards (Program Head, Maritime Heritage, and committee Chair) stated the committee has been occupied with the following:

- Establishing policy regarding asset utilization (obtaining insurance for offshore vessels, establishing protocols for boat use, re-designing forms for reservations and work plans).
- Establishing payment method for asset utilization (fees can now be paid by credit card).
- Establishing a Memorandum of Understanding (MOU) with ECU's Dive and Water Safety Office.
- Recently purchased a new boat (28' Privateer). ECU is assisting in outfitting the boat with equipment.
- Future activities of the committee will focus on the potential purchase of a larger vessel for use in the Gulf Stream.

Research Planning

Dr. Reide Corbett (Co-Program Head, Coastal Processes, and committee Chair) stated the committee has been occupied with the following:

- Worked with the Forest Service to conduct a marsh burn. Completed a controlled burn of the north and south marshes. Ongoing research in the north marsh will evaluate possible influence on vertical accretion rates and export of black carbon.
- Received Radioactive Materials License – state of NC issued CSI a license on May 4, 2015. The license is valid for 10 years.
- Established a protocol for outside researchers to follow when conducting research at CSI. Also will help track outside research performed at the CSI facility.
- Currently the total active grant amount (which CSI has a portion of, with the remainder disbursed to other universities/activities) is $18,037,967 (includes ocean energy allotment). The active grant money flowing in to CSI specifically is $3,416,548. The duration of the grants is from one year to five years.

Dr. White stated that Dr. Michael Van Scott (Interim Associate Vice Chancellor, Research & Graduate Studies, ECU) is scheduled to visit CSI (late June) at which time he will offer guidance on tracking faculty and their research.

Academic Planning

Dr. Richards reported for Dr. Lindsay Dubbs (Research Assistant Professor and Associate Director, Outer Banks Field Site, and committee Chair):

- Nine students from Dr. J. P. Walsh's (Co-Program Head, Coastal Processes) ECU Geology course visited CSI during the spring.
- *Summester at the Coast* (led by Drs. Corbett and Walsh), May 20 – June 16, has 12 students enrolled and will provide 7 credits of geology coursework.
- Dr. Dubbs will teach a 3-credit course on *Energy and the Environment* this summer to 10 students.

- The Outer Banks Field Site has 10 students enrolled for the 17-credit hour program to be held in the fall.
- Since 2013, 70 students have attended credit-granting University courses or programs that have been hosted by CSI.
- In the spring of 2016, a new course of study focused on coastal research will be offered to undergraduate students from NC and beyond.
- *The School of the Coast* continues to be discussed along with a NCSU Coastal Engineering Certificate program, a UNC CH Environment and Ecology Professional Master's Program, and an ECU and UNCW joint PhD program.
- The use of distance education continues to be an issue of concern at CSI. It is not reliable and as a result has not been a great way to teach students. Dr. Richards stated there have been hacking issues and random disruptions. There are times when the process works but it is very inconsistent.

Dr. Mitchelson suggested the problem with the distance education might be an infrastructure issue. He stated that ECU successfully utilizes distance education to teach in countries all over the world. Dr. White stated plans are to meet with Ms. Wendy Creasy (Director, Academic Technologies, ECU) and Mr. Tony Cooke (Information Technology Manager, ECU) to troubleshoot.

Mr. Fearing asked how many students are projected to participate in classes/programs.

Dr. Ron Mitchelson stated that the residential capacity (existence of dorms) will be part of the equation.

Mr. Bill Massey questioned whether the cost of accommodations has prevented some students from participating in academic programs.

Dr. White stated that it has - negotiating accommodations can be very inhibiting.

Non-degree Academic Programming

Mr. John McCord (Interim Director, Education, Outreach, & Communications, and committee Chair) provided an update:

- From July 1, 2014 to present, 2,802 K-12 students have visited CSI. Off-site programs received 853 visits. The total number of K-12 students served is 3,661, mostly from Northeast NC, with some from Asheville and Wake County.
- Public programs (booth programs, festivals, events, lecture series, and streaming online) have attracted 2,175 people.
- Total public engagement is 5,836 people.
- Upcoming Day Camp (June 22 – 26 & June 29 – July 3) with 12 students in each class is fully booked with a waiting list. The cost of the program is $250 per student.
- There is currently $14,000 in the Continuing Education Account (fees collected from school programs and camps). This money can be used for hiring short-term staff or to purchase educational items.
- Working with a local web design firm to revamp the UNC CSI website. The website will be hosted externally (it will no longer be hosted by UNC GA). The web address is www.coastalstudiesinstitute.org.
- There have been several videos produced along with new exhibitory (a list was provided on a handout).

Dr. Mitchelson emphasized the importance of having risk management involved with having school children on campus. Mr. Tim Wiseman (Assistant Vice Chancellor for Enterprise Risk Management, ECU) will be accompanying Dr. Van Scott on his June visit.

UNC CSI Foundation

Mr. Bill Massey (Foundation Chair) provided an update:

- The Foundation is an entirely volunteer organization with the exception of accounting and CPA services.
- Dr. White, Mr. McCord, and Mr. Massey met with Mr. Christopher Dyba (Vice Chancellor, University Advancement, ECU, and President, ECU Foundation). They learned how CSI's Foundation can utilize the services of the ECU Foundation while maintaining an identity of its own. Mr. Massey is optimistic about the results of the meeting and ideas that were generated.

- Working with CSI on *Boards and Waves* to take place in October (collaboration of Art and Science). The event involves ECU, College of the Albemarle, Pocosin Arts, and Dare County Arts Council. Ms. Feather Phillips (Foundation member) is taking a leadership role. Mr. McClendon has assumed leadership from CSI.
- *Our State* magazine will be hosting a program on the Outer Banks in September. A planned activity at CSI will be one component of that program.

Director's Report:

Dr. White provided an update:

- Dr. Billy Edge (Program Head, Coastal Engineering) is retiring. He is the first CSI program head to retire. A partnership is forming between CSI, ECU, and NCSU to jointly appoint that position. The new position will be 51% at NCSU and 49% at ECU and will be home-based at CSI.
- Dr. Bob Johnson, Dean, College of Engineering, UNC Charlotte, has requested to become a partner with CSI within the realm of engineering studies. As a result, a determination will need to be made regarding the process for adding another campus to CSI's existing MOU with other partner campuses.
- She would like to determine a way to honor retiring CSI faculty and Board and Foundation members.
- CSI is continuing to build relationships in order to increase the number of faculty.
- Dean Mary Watzin (College of Natural Resources, NCSU) will be visiting CSI in June. The purpose is to host a discussion regarding partnership potential.
- Dr. Bill Downs (Dean, Thomas Harriot College of Arts and Sciences, ECU) will be visiting CSI June 2.
- Dr. White stated that having the MOU in place has made people feel more comfortable in doing business with CSI.

There was discussion regarding the problems with the administration of the Outer Banks Field Site. Dr. White stated that if students want to enroll in the 17-credit program, they have to disenroll from the school in which they are currently attending, apply for admittance to UNC Chapel Hill, get accepted to the program, complete the course (at the Outer Banks Field Site), disenroll from UNC CH, and then re-enroll in their original school.

Dr. Harvey Seim stated that the complicated process is a result of an accreditation issue and it is not a trivial matter. This is further made difficult by the fact that UNC CH is up for re-accreditation. It is a sensitive subject.

Mr. Blizzard stated that it is a problem that the Board cannot solve – it is something to be handled by the University system. It can also be addressed by the representatives from the partner campuses: Dr. Dan Baden, Dr. Harry Bass, Dr. Ron Mitchelson, Dr. Margery Overton, and Dr. Harvey Seim. Mr. Blizzard suggested the campus representatives address the problem and report to the Board at the next meeting.

Mr. Massey asked Dr. Mitchelson: "In the future, what do you see as responsibilities of partners to CSI?"

Dr. Mitchelson stated he would expect a clear statement on F & A (Facilities and Administration) sharing.

Ms. Joan Weld and Mr. Blizzard suggested polling the other campus partners (since they may be considered "charter members") to determine their opinions on adding UNC Charlotte to the MOU. Dr. Mitchelson believes that UNC GA and the existing campus partners would have to agree that it is a good idea.

Mr. Blizzard suggested the formation of a committee to work on inter-institutional coordination. Also, the bylaws will need to be revised (if UNC Charlotte is added to the MOU).

Dr. White stated she will get the group together to discuss process and action item recommendations for the Board. Dr. Brown stated that although he is not a member of the committee, he would like to be apprised of the status. Dr. White will draft revised bylaws and present to the CSI Executive Committee.

Dr. White stated the MOU with the Whalehead Preservation Trust (WPT) is likely null and void now that Currituck County has taken over the facility. Mr. Blizzard suggested reaching out to Mr. Ben Woody, member of Currituck County Planning and CSI Foundation Board, to determine if the County is interested in CSI continuing to do work there. Dr. White stated Mr. Woody informed her that Currituck County is willing to honor the commitment via the WPT MOU.

Mr. Blizzard prefers to not abandon the activities at the Whalehead site. Efforts should be made to work with Mr. Woody to continue the partnership.

Mr. Mike Kelly made a motion for CSI to interact with Currituck County regarding the future of the CSI-Whalehead partnership.

Ms. Weld seconded the motion. All were in agreement.

Mr. Blizzard requested that Dr. White meet with Mr. Woody to discuss the future of the CSI -Whalehead relationship.

Dr. White would like for the Executive Committee to meet before the next BOD meeting (during the summer) to discuss ways to honor departing faculty and Board members. Also, the Nominating Committee needs to meet – there are a few BOD members whose terms are set to expire soon. She stated a Nominating Committee meeting will be held during the summer.

Mr. Glenn Futrell stated that his term as a CSI Board member is up and he does not wish to be re-appointed.

Financial Report

Ms. Marie Magee (CSI Business Officer) provided a FY'15 3rd Quarter spreadsheet. Ms. Magee and Dr. White provided explanation of each line item and responded to questions.

Mr. Blizzard stated he would like to appoint a finance committee in order for Board members to gain a better understanding of CSI's budget and expenses. This would help in advocating for funding.

There was discussion regarding the appropriate CSI financial data to present (especially by the Foundation) to the public when discussing funding. Dr. Brown suggested breaking down the information by: Facilities Operations Cost (utilities, maintenance, etc.), Staff Salaries, and Programming Costs.

Mr. Blizzard reiterated that he would like to understand the financial data better. He will recommend to the Board that a Finance Committee be created.

Mr. Blizzard requested that Dr. Brown express the Board's thanks to UNC President Ross for his assistance with the CSI MOU development and process.

Mr. Blizzard stated that discussion of the CSI Facility Use Guide will be deferred to the Executive Committee. They will discuss the Guide at a later date.

Meeting adjourned at 2:30 PM. **The next CSI BOD meeting is scheduled for October 26, 2015.**

Respectfully submitted,

Kimberly Armstrong