



**Coastal and Marine Science Fall Faculty and Staff Meeting**  
**August 21, 2017 4:00pm**  
**Minutes**  
**44 in Attendance**

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1. Welcome (Dean Volety)
  - Thanked faculty and staff for hard work past academic year
  - Recap of past academic year's funding for new equipment and infrastructure projects
  - Recap of various funded grants
  - Wants to know if we have any needs to support our work
  - There will be money this year to fund Pilot Projects
2. Update on Cluster Hires (Dean Volety)
  - Last year received 4 "cluster hire" positions related to Marine Science
  - Interviewed 4 good candidates; unfortunately there were departmental concerns regarding fit, need, and funding.
  - Dean Volety will send out an email to departments focusing on thematic areas in which to hire. For selected thematic areas, he will charge departments to conduct their own search etc. Dean Volety would like feedback within 2 weeks as job posting(s) will be done September/October.
  - Reminder of Global Marine Science Summit November 5-8; Lynn Leonard organizing event.
3. Housekeeping (Helms and Blizzard)
  - CMS Forms Page has been updated (resourceful tool); please utilize
  - CMS Events Form: updated procedure; please read and follow new procedure to ensure more organized events.
  - Open House booths: need more!
    - i. Email Crystal or Brittani if you want a booth.
    - ii. Electricity is extremely limited (5-6 slots); let us know asap
  - Reminders:
    - i. Room reservations need to be funneled through front desk or email Brittani & Crystal
  - Chrome River (Posey)
    - i. New Travel System; tutorials are available online (ask Toniece if need help)
    - ii. For Approvers: if you need assistance in understanding the new system contact Anne or Toniece.
4. Items from last year (Posey)
  - Completed CMS Policy & Procedures Manual
  - Completed Self-Study report; 54 people assisted with document.
  - F&A funds reinstated to CMS
  - New Equipment:
    - i. Drone: developing policy and procedure manual
    - ii. Cold rooms upgrades
    - iii. New D&A sequencer
    - iv. New Autoclave
    - v. Lobby Renovations and 1356 grad lab
    - vi. New sprinkler system install
    - vii. New wetlab facility
  - Pilot Projects were funded

- Successful Open House
  - Established monthly Coastal & Marine Newsletter
  - Virtual Tour of CREST campus created
  - New CMS Brochure a 2<sup>nd</sup> in production
  - Bluefish Society still active and attending events
  - CMS Social Media going strong; new Snapchat filter created
  - Various research collaborations
  - Established various local and international research collaborations
5. Self-Study: Next steps (Posey)
- Organizational structure changes
    - i. Creation of Coastal & Marine Council to replace FAC and CAC
    - ii. Will comprise of faculty, staff and students
    - iii. Details of council need to be determined such as: what will it do?, how will members be selected/elected? Etc.
    - iv. Council needs to be in place by January 2018
  - Infrastructure and Research
    - i. “New Boat” hopefully move forward next academic year 2018-19
  - Outreach
    - i. Move forward with creating an External Advisory Committee
6. Update on joint PhD in Integrative Coastal and Marine Science (Gamble) attachment.
- Gamble showed two PPT slides with curriculum and governance for program.
  - ECU has agreed with terms and plan on voting Aug. 22, 2017
  - Program should be approved by December 2017. Program implementation and begin accepting students fall 2019.
  - Concern regarding program coordinator term; Gamble will look into building in a 3-4 year term for coordinator with an evaluation after 2yrs.
7. Policy and Procedures Updates (Posey)
- Will email updated copy; majority of those voting approval
  - New / revised sections: Pilot Projects, Event requests and First floor Committee
8. Other (Posey)
- Dr. Posey will send out email(s) asking for volunteers for CMS Governance Committees
    - i. Common Use Space Committees (First and Second Floor)
    - ii. Outdoor Areas Committee
    - iii. Seawater Committee
    - iv. Small Boat Committee
9. General discussion (this is a chance for folks to bring up any concerns, kudos, suggestions, etc.)
- For building work requests “Email” Brittani or Crystal will complete details (room#, problem etc.)
  - Larry Cahoon: Radio Isotopes Lab may be decommissioned at CMS if not used. Please contact him if you still use it.
10. Adjourn. Catered social with refreshments.