

# HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

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## FOUNDATION

**MINUTES**  
**Grants Committee Meeting**  
**October 13, 2017**  
**At the Harbor Branch Oceanographic Institute Foundation**

PRESENT: Mike Brown, Sr.; Joe Ferro\*; Nancy Higgs; Mike Toner, Chair

ABSENT: C. Amos Bussmann

ALSO PRESENT, Mike O'Reilly\*; Joe Duke\*; Katha Kissman, President & CEO; Debbie Dutton, Director of Operations

\*Participated virtually

### **Call to Order**

Chair Toner called the meeting to order at 12:30 pm.

### **Approval of Meeting Minutes**

The minutes of the meeting held October 19, 2016 were approved with Mike Brown abstaining due to the fact that he was not on the Committee at that time.

### **Discussion Items:**

#### *Overview:*

- President Kissman reported on the staff review of the Final, Interim and Progress reports for FY17 Discretionary, ***Love Your Lagoon*** and SLP grants, save one outstanding report, were in compliance (reports provided to the Committee prior to the meeting). In addition to ensuring that each "Grants Inception to Date Report" confirmed that funds were spent in accordance with the grant proposal as awarded and within the stated timeframe of each grant, Foundation staff looked at the status checked on the achievement of each intended goal and the explanations for achievement or lack thereof as applicable, to determine understandability and reasonableness.
- The institution of the Foundation's Grants Policies and required templates has been very successful, allowing for the better and timelier monitoring of grant requirements. Receiving proposals and reports (as well as NCE requests, budget change requests) in structured templates has allowed for consistency. As an example, we can track that requests for No Cost Extensions (NCEs) have been reduced which we believe may be in part due to our 60 day requirement for such requests which requires awareness of the time management of projects against deadlines.
- The new billing process which began a few years ago (reimbursement through invoice with documentation of use rather than providing the total grant award funds up front) has created more accountability and assists the Foundation in its ability to track funds and monitor compliance. In the FY17 audit, the Auditors commented favorably on the new process.

#### *Specialty License Plate Program Grants:*

- The CY18 Protect Wild Dolphin and Protect Florida Whales funding round has been completed and awards granted. A question was raised regarding reports from HBOI that due to the modified

SLP funding process (i.e., not allowing HBOI to project up to 6 months of SLP funding not yet received as had been previously required by the Foundation but not been followed), HBOI scientists or staff were being laid off. Ms. Kissman reported that no such documentation demonstrating a reduction in force was provided to the Foundation despite requests. She reminded the Committee while the amount of funds on hand per plate at the time of issuance of the RFP was less than in the previous years due to curtailing the noted HBOI practice of projecting as yet unreceived funds, this was a one-time adjustment for the FY18 Save our Seas and Aquaculture and CY18 Protect Wild Dolphins and Protect Florida Whales funding rounds. In this most recent round, awards were made to previously-awarded multi-year or single year SLP projects directly tied to the legislative requirements of each plate. All projects awarded in past funding rounds for a single year grant period were made with the stipulation of no guarantee of future funding; expectations to the contrary were unrealistic and unfortunate. For the future FY19/CY19, SLP funds available at the time of the next RFP issuance will have been built up for an entire year.

- Funds for the payment of current awards will be drawn from FAU plate holding accounts first as needed; these accounts should be exhausted by the end of this fiscal year at which time HBOI invoices will be presented to the Foundation. Per Finance Committee directive, until needed, SLP funds are being held with The Atlanta Consulting Group in segregated money market accounts per plate where we can ensure interest earned is attributed to each plate.
- Ms. Kissman noted again the SLP MOU is out of date and should be revised as soon as the lawsuit with FAU is concluded.
- Ms. Kissman has requested discussion with HBOI management about the opportunity to look at overall program funding rather than competitive rounds, particularly for the Protect Wild Dolphins, Protect Florida Whales, and Aquaculture plates as many of these programs are institutionalized at HBOI.
- Our Lobbyists, Metz, Husband and Daughton have been alerted to potential political issues with regard to our plates for the upcoming session in Tallahassee.

#### *Discretionary Grants*

Ms. Kissman reported that as of this date there is a soft projection of possible FY19 available spendable of as much as \$1.7 million. The final number will be ascertained during the FY19 budget preparation process in March, 2018. This projected number is what may be available after backing out current grant commitments and expected operational expenses to be paid out in FY19 and because current multi-year grants are on the downside of the funding slope.

Ms. Kissman reported on each current grant made the following recommendations regarding future funding:

The **New Faculty Hire (Salary and Start-up Packages)** will conclude at the end of FY20. The grant is the major one now on the downside of its multi-year funding slope, which contributes to the freed up spendable beginning in FY19. It is recommended this grant not be renewed.

Chair Toner pointed out that all of the multi-year grants (New Faculty Hire, Rewarding Faculty Excellence (Incentive) and Ensuring Faculty Excellence Grants (20% Salary Support) had previously supported former HBOI Executive Director Margaret Leinen's vision for bolstering faculty excellence to achieve the goals of the previous HBOI strategic plan. He noted that it appeared that the currently proposed vision by HBOI Executive Director Anton Post in the strategic plan as presented at the September 29, 2017 HBOI All Hands meeting (update attached) more directly involved FAU Pillar and HBOI institution building along with specific education and research initiatives. It was discussed that perhaps it was time for the Foundation to reconsider faculty support funding and turn attention to supporting HBOI research initiatives in the newly proposed strategic plan.

The **Rewarding Faculty Excellence (Incentive Grant)** will conclude at the end of FY19. Because the funds available had not been used except for in the first year (used due to the sequester and retroactive rewarding), Ms. Kissman suggested that if this grant were continued, the following should be considered:

The grant would be lowered to up to \$150,000 based on the past history of use:

REWARDING FACULTY EXCELLENCE GRANT -- END DATE FY19									
	FY13	FY14	FY15	FY16	FY17	FY18	FY19	TOTALS	REMAINING
Annual Available	225,000	200,000	200,000	200,000	200,000	220,000	220,000	1,465,000	
Annual Used	-304,420	-187,691	-111,348	-142,908	-152,963			-899,330	
Reserve Pool Funds Used*	-79,420	0	0	0	0			-79,420	320,580*
<b>Annual Unused</b>		<b>12,309</b>	<b>88,652</b>	<b>57,092</b>	<b>47,037</b>			205,090	

Grant Amount \$1,465,000 plus \*400,000 [corrected] over life of grant (use or lose per year)

- The grant term would be for one year with renewal not guaranteed.
- The criteria for distribution of funds would be revised jointly by the Foundation and HBOI. management to ensure these funds were incentives to achieve rewards.
- As before, it would be “use or lose”.
- All other grant terms per our stated policies would apply.

Ms. Kissman recommended the Committee consider working with HBOI to re-allocate for alternate use the approximately \$320,000 remaining in the “extra funds available pool” beginning in FY19. This is based on the fact that these funds have been reserved against potential spendable for the past 4 years but not used. She recommended re-allocating this commitment and adding to it to create two new funding opportunities for FY19:

- **\$200,000 FY19 Matching Funds Pool** (for July 1, 2018 start)  
To provide a funding pool for faculty to use as matching funds when required when submitting proposals to external agencies.
- **\$200,000 FY18 Bridge Funds Pool** (for July 1, 2018 start)  
To provide a funding pool to support faculty, project managers, research assistants and lab technicians who have finished one grant and are waiting for funding for a new grant to support their salaries and fringe benefits, i.e., bridging the gap to ensure continuous employment.

Both grants would be contingent on:

- A grant term for one year with renewal not guaranteed.
- Specific criteria for distribution of each of the funds available in each pool would be revised jointly by the Foundation and HBOI management to ensure these funds were used as incentives to encourage applications for external grants.
- Funds would be “use or lose”; first come, first served over the year or pro-rated per quarter based on discussions with HBOI.
- The Foundation would approve each match use on a case-by-case basis subject to criteria and upon 30 days’ notice of need.
- All other grant terms per our stated policies would apply.

The Grants Committee will continue discussions whether or not to continue this grant as is, with modifications, or not at all.

The **Ensuring Faculty Excellence (Up to 20% Salary Support)** will conclude at the end of FY18 with what should be a very modest amount remaining unused. The grant award was a finite grant amount derived from a projection of salaries and fringe benefits needed to cover three years of 20% salary support to faculty members.

Chair Toner reminded the Committee of the rationale for recommending this grant in FY14 to provide a cushion for approximately three years while incentivizing the faculty to work towards obtaining additional external funding to support their work. It was not guaranteed at that time that this grant would be automatically renewed.

Ms. Kissman recommended this grant be renewed for at least one year (FY19) based on a projection of use rather than a finite number. She further recommended the Committee should make a determination of possible renewability in future fiscal years as soon as possible. This was agreed pending final recommendation and Board approval. It was further agreed that funding in FY19 would be contingent upon the development of criteria jointly between the Foundation and HBOI Management and approved by the Foundation prior to the awarding of such a grant.

### **Love Your Lagoon Net Proceeds**

Ms. Kissman reported on the status of the upcoming February 2, 2018 event. \$85,000 has been raised in sponsorships; an additional \$38,000-\$40,000 is needed to reach a net proceeds goal of \$100,000.

There was discussion as to the future of the event. Committee members expressed a desire for the Foundation to continue to host this event and back on campus in FY19. Upon recommendation by Ms. Kissman, it was discussed that proceeds of this effort would continue to support:

- Indian River Lagoon Graduate Research Fellows Program
- Indian River Lagoon Symposium

This was agreed pending final recommendation and Board approval.

### **Operational Support**

Ms. Kissman recommended a continuation of the \$10,000 limit credit card use in FY19 for HBOI subject to previously noted terms. This was agreed pending final recommendation and Board approval.

### **FY19 Discretionary Grants**

Pending Finance Committee directive on additional spendable available for new FY19 Discretionary Grants, Ms. Kissman recommended inviting HBOI to submit a proposal for the **Johnson-Sea-Link Submersibles Videotapes Preservation and Archives Project** with a project period of July 1, 2018 to June 30, 2019.

In addition, subject to Finance Committee direction on additional spendable available for new FY19 Discretionary Grants, Ms. Kissman recommended inviting HBOI to submit a proposal to HBOI to support research initiatives consistent with the new HBOI Strategic Plan. Upon further discussion, the Committee agreed that subject to available spendable set by the Finance Committee to recommend issuing an RFP for **a single research project for research on the Indian River Lagoon**. It is anticipated that this RFP could be for as much as \$1,000,000 (subject to available spendable and determination of the amount to be made available in the FY19 Budget by the Finance Committee) with a project period of July 1, 2018 to June 30, 2019 depending on decisions made with the above.

This was agreed pending further discussions and final recommendations and Board approval.

In general, it was agreed the Committee should look to annual opportunities going forward rather than tying up available spendable in multi-year grant making.

Kissman was instructed to develop a letter to Dr. Post to alert HBOI as to these discussions and invite input prior to the next Grants Committee meeting.

The Committee agreed to continue discussions and to report as such to the Board at the November 9, 2018 meeting. Final recommendations from the Committee will be presented at the January 23, 2018 board meeting for consideration in the FY19 budget preparation.

**Adjournment**

There being no further business, the meeting adjourned at 2:53 pm.

**From:** Katha Kissman

**Sent:** Tuesday, September 19, 2017 4:22 PM

**To:** Anton Post; C. Amos Bussmann; Joe Duke ; Joe Ferro; John A. Papa; Joseph Ferro; Marilyn C. Link; Marjorie Raines; Michael Brown, Sr. ; Michael Minton; Michael O'Reilly; Michael Toner; Nancy Higgs; Sherry Plymale; William Stewart

**Cc:** Debbie Dutton; Cyndi Permenter; Chris Jeffreys; Eileen Hanley (Ehanley@rosswayswan.com); Elizabeth Rafferty (erafferty@offroadholdings.com); Joyce Moscovich (joycemoscovich@harborcb.com); Norma Gammons (ngammons@fau.edu); Renee De Luccia

**Subject:** Update on today's HBOI All Hands Meeting

Dear Board Members,

This morning there was an HBOI All Hands Meeting. I wanted to give you an update on the information shared.

This was one of the one to three meetings that will be held each year. The last meeting was held in April 2017. The purpose was stated as to provide information and updates and celebrate accomplishments and to present information on the development of HBOI's new Strategic Plan.

### **Announcements**

- It was reported that HBOI came through Hurricane Irma quite well thanks to the preparation and after the fact work of Patrick Boles and his team.
- HBOI's Danielle Dodge (one of the HBOIF-funded Indian River Lagoon Graduate Research Fellows was awarded a John A Knauss Marine Policy Fellowship through NOAA's Sea Grant program. <http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx> She was one of 61 selected for 2018.
- CIOERT exploration of Cuba's deep coral reefs was a great success which will lead to a team of 8 Cuban students coming to HBOI in January. Kudos were given to Dr. John Reed.
- Dr. Megan Davis and Dr. Peter McCarthy successfully stewarded the creation of the MA of Science in Marine Science program which is being jointly administered by FAU'S Charles E. Schmidt College of Medicine and HBOI
- There have been 27 new hires at HBOI

### **2018-2022 Our Living Oceans Strategic Plan**

Dr. Anton Post, members of the HBOI staff, and members of the faculty have been working on a new strategic plan with the help of a volunteer, Christopher Waln. Board Members may recall meeting Chris and his wife Janet as they have been avid supporters of the Foundation's **Love Your Lagoon** event in the past.

Following up on the strong foundation laid by Dr. Margaret Leinen in the creation of the previous HBOI Strategic Plan with implementation overseen by Dr. Megan Davis, Version 2.0 of "Our Living Oceans" will focus on "ocean health equals human health."

Dr. Post provided an overview of accomplishments from the previous plan. In addition to acknowledging many of the HBOI family for their contributions to the implementation of the last strategic plan, under a review of the accomplishments for "Research & Education," the Foundation was acknowledged for our New Faculty Hire Grant and the Incentive Grant for existing faculty members.

In the next version, referred to as "2.0" and for the time period of 2018-2022, the themes will stay the same but there will be new initiatives for each. Research excellence will be at the forefront, with ocean science becoming a translational science. Ocean health equals human health. It was noted that the HBOI Strategic Plan will inform the Pillar plan with an emphasis on the connection to the FAU Ocean Science and Engineering/Environmental Sciences (now branded as the FAU Harbor Branch Pillar). HBOI leads the Pillar.

The overarching goals of the new plan are:

- After 2 years to be the leading institute for coastal ocean studies along SE Atlantic Coast

- After 5 years to be competitive at the national and international stage

To finalize the new plan:

- There is an Advisor/Facilitator for the process (Chris Waln)
- There will be a short and a long version of plan
- There are two teams leading the effort for the two themes.
  1. Research/Education
  2. Stewardship/Partnership
- Themes from the original plan will not change, but new initiatives will be created and will align with FAU's Strategic Plan "Race For Excellence"
- The plan will be developed with context for
  - science needs
  - societal impact
  - changes in the funding climate
  - HBOI as pillar headquarters

The plan will have "Be's" and "Do's" for the themes

- Be: statement of outcome
- Do: how to get to that outcome (initiative)

As presented:

### ***Stewardship Through Partnerships***

Dr. Megan Davis is the team leader (presented). The team includes Patrick Boles, Greg Morgan, Norma Gammons, Anna Brady, Julie Pettingill, and Gabby Barbarite

Some of the new initiatives for the themes include:

- Showcasing research
- Encouraging citizen science
- Establishing an accredited Museum on campus
- Developing a Tech Runway on campus
- Facilitating research findings
- Being the Pillar headquarters
- Extending the Harbor Branch brand throughout FAU
- Providing professional development, career opportunities and recognition for staff
- Reconditioning the channel for expanded operations
- Operating the campus with solar power
- Connecting to municipal water

### ***Research and Education***

Dr. Dennis Hanisak is the team leader (presented). There are assigned "champions" for each initiative; this is still in process.

Building on the intersections of technology, exploration, understanding marine ecosystems, and the wise use of marine resources, new initiatives may include:

- Mesopelagic Exploration
- Center for Remote Sensing
- Understanding marine ecosystems: the ecosystem health of the east Florida shelf and slope
- Oceans and human health: Transformative science and finding solutions; Marine biotechnology to address critical challenges in human health
- Sustainable fisheries in a changing ocean
- Developing a multi species breeding facility to support marine aquaculture and stock enhancement and habitat restoration
- Alternative energy systems to advance accessibility of land based recirculating aquaculture systems

- Development of innovative technology: Omics and informatics enhancements to marine research; Advanced Lidar sensors for sustained environmental measurement and characterization from heterogeneous maritime platforms
- Training the next generation of ocean scientists and engineers: ensuring a strong, competitive graduate degree program in marine science.

## **Timeline**

Late September to Mid October: HBOI employee comment period

November:

- Present draft plan to FAU Executive Leadership Team
- HBOI All Hands Meeting
- Complete the 2.0 Strategic Plan

December: Print and web versions of plans together

January-February: Launch plan to coincide with HBOI's 10 year anniversary of affiliating with FAU

December-April: Finalize implementation plan

Katha

**Katha Kissman | President & CEO**

**Harbor Branch Oceanographic Institute Foundation**

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