

**North Carolina Emergency Management Association
Institutions of Higher Education Caucus**

**March 25, 2019
Cherokee, NC**

Meeting Minutes

Present: Travis Bryant, Curtis Dowdle, Chris Gondar, Josh Kerlin, Jason Marshburn, Kevin Martin, Zach Smith, Kenny Stewart, Jason Stogner, Shane Stovall, Justin Tilghman, Debi Trivette, Ed Duffield, Kenny Weatherinton, Blake Halsey, Stephanie Klein, Brian Thomas, Norma Houston, Paul DuPree, Thomas Hooks, Neil McKeeman, Bob Stagg

1. Welcome
 - a. Meeting convened at 4:05 pm.
 - b. Welcoming remarks delivered by Zach Smith, chair of the Institutions of Higher Education Caucus (IHEC).
 - c. Zach expressed his appreciation to those participating in this newly established caucus and emphasized the many new opportunities for collaboration among all higher education partners.
2. Introductions
 - a. Current roster of higher education partners was shared among those present to update
 - b. Attendees introductions
3. Review of Caucus Rules
 - a. Overview provided on the history of the NCEMA IHEC. It was noted that the current bylaws establishing the caucus were approved during the Fall 2018 NCEMA conference.
 - b. A brief overview of the IHEC mission, purpose, and goals was provided by Zach Smith:
 - i. The IHEC has been structured very similar to the IAEM Universities & Colleges Caucus (UCC).
 - ii. The IHEC was formed to address the unique challenges faced within the higher education environment in North Carolina.
 - iii. The IHEC will serve as a platform for collaboration between institutions of higher education (IHE) and a forum for cultivating strong partnerships.
 - iv. The IHEC will help bridge the gaps between practitioners and the work of academic programs/researchers.
 - v. The IHEC will be an avenue for building relationships between IHE's and partners across all levels of the public and private sectors.
 - vi. The IHEC will serve as a collective voice to promote IHE related issues/topics of interest/importance
 - c. An overview of the IHEC membership categories was provided by Zach Smith:

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- i. General Members
 - 1. EM practitioner - a position within an academic institution having primary responsibility for administering the emergency management program (at least 25% of job duties)
 - 2. EM Academic Professional - Community college, college, or university faculty member who teaches at least 1 semester credit hour within the mission areas of emergency management or conducts research in emergency management mission areas
 - 3. General members are eligible to vote within the IHEC, and EM practitioners are eligible to also hold office.
 - ii. Supporting Members
 - 1. Granted to any member of NCEMA that does not meet the definition of a general member
 - 2. Not eligible to hold office or vote within the IHEC
 - 3. Does not have access to the IHEC repository
4. 2018-19 Caucus Leadership
- a. Executive Committee:
 - i. Immediate Past Chair - vacant
 - ii. Chair - Zach Smith (UNCG)
 - iii. Vice-Chair - Ray Thrower, Jr. (Queens University)
 - iv. Secretary - Jason Marshburn (Appalachian State)
 - b. Special Representatives
 - i. Western/Central/Eastern Branch Representatives - Vacant for all
 - ii. Community College Academic Program Representative - Justin Tilghman
 - iii. 4 Year Institution Academic Program Representative - Vacant
 - iv. Looking for self-starters and those wanting to be change agents to help address and solve challenges.
 - v. Would like a primary and alternate representative for each of the special representative categories, but the main focus is currently on filling primary slots.
 - vi. The role of the special representatives will be, among other duties, helping establish a database of higher education institutions in North Carolina, encouraging collaboration among respective focus areas, bringing forward concerns/topics of discussion/areas of opportunity from respective area of representation to the executive committee and caucus body for discussion.
 - c. The following steps were outlined as initial priorities related to caucus leadership moving forward:
 - i. Appointing special representatives
 - ii. Conducting an election for the Secretary election prior to Fall 2019 NCEMA conference
 - iii. Migration of leadership during the Fall NCEMA conference

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5. Initial Caucus Activities
 - a. Establish a dedicated presence on the NCEMA website.
 - b. Establish an email group (listserv) for IHEC members.
 - c. Create a document repository to serve as a central platform for sharing documents.
 - d. Participate in the FEMA Higher Education Program. Justin Tilghman provided an overview of the program and shared that FEMA is working to bridge the gaps between researchers/academic programs & practitioners to help establish data driven decision-making and programs.
 - e. Establish partnership with the Region IV IAEM UCC.
 - f. Create an annual snapshot of institution emergency management programs that captures key metrics to be shared with other programs. Metrics will be agreed upon by the IHEC through a survey.
6. NCEMA Involvement
 - a. NCEMA is conducting a membership study to be completed by September 1, 2019. An ad-hoc committee has been established to conduct the study and will evaluate membership levels, voting rights, and related topics. Any changes will be brought forward to the association during the Fall 2019 conference.
 - b. All members are encouraged to participate on NCEMA committees of interest. A list of current committees can be located on the association [webpage](#).
 - c. The NCEMA scholarship program was discussed. It was noted that there has been a limited number of applicants since the scholarship was established. IHEC members are encouraged to reach out to the scholarship committee chair to learn about scholarship and encourage nominees.
7. Strategic Planning
 - a. A strategic plan will be developed with input from the full IHEC. The goal is to establish a baseline and provide direction for the IHEC.
 - b. Conducted a strategic planning exercise. Information from the exercise to be discussed during the next caucus meeting on Tuesday (3/36/19).
8. General Discussion
 - a. Inquiry was made as to whether other similar caucuses or groups exist that should be engaged. None were immediately identified, but will continue to be discussed.
 - b. Discussion took place on whether public school system emergency managers should be incorporated into the IHEC. A suggestion by IHEC members
9. Adjournment - Meeting adjourned at 5:21 pm.

Next IHEC meeting will be 11:30 am on Tuesday, March 26 at Harrah's Cherokee Casino Resort, Beech Mountain Room.