

September 17, 2021

Via Zoom

**Attendees:** Jennifer Grelak, Alice Boatman, Jay Coughlin, Stephanie Will, Andre Williams, Courtney Hart, Melissa Scarfone, Pavan Purswani, Stephanie Baker, Marcella Karp, Davida Anderson, Karyn Schulz, Debra Bright, Nicole Hoke-Wilson, Aaron Prebenda, Tess Gillis

**Institutions represented:** Community College of Baltimore County, Montgomery College, Howard Community College, Baltimore City Community College, University of Baltimore, Stevenson University, Carroll Community College, Harford Community College, Wor-Wic Community College

### **Meeting Notes**

1. Welcome and Introductions
2. Executive Board Changes
  - a. Tiffany Arrington has stepped down as Secretary/Treasurer. The board has appointed Jennifer Grelak to Secretary/Treasurer position
  - b. Discussion to the group: Is anyone interested in the Tech Coordinator position?
    - i. No current interest in the position – Position to remain vacant for now
3. Conference Planning
  - a. Jay Coughlin will serve as Conference Chair this year. Conference will remain entirely virtual. Confirmed date: Friday, April 22, 2022
  - b. We are requesting volunteers for conference planning committee. Pavan expressed interest in serving on the tech committee for the conference.
  - c. Conference Planning: Jay needs the previous IT person to reach out to help set up conference tech (pending), requests password for previous conference information (provided), requested logo (Courtney will give him access to the shared Google Drive), suggests sending out a Save the Date and asks for feedback on when to send out (recommendation of November).
  - d. Conference Format: Looking for recommendations for a theme (suggestions: HYBIT, COVID-related themes, BIT Talks); looking for suggestions for a keynote speaker (Brian Van Brunt suggested – Courtney will reach out); general format will be introductions, awards, panel sessions and/or keynote with possible Q&A, breakout sessions with breakout rooms; last conference pre-recorded sessions were not watched so suggestion is to move to all live to encourage participation; speakers needed
  - e. Proposed categories of sessions: Mental Health; DSS; Public Safety; Title IX; DEI; Pandemic Specific
  - f. Next steps: Save the Date flyer design ready for next meeting
4. BIT/CARE Team Management Discussion
  - a. Alice: At MC, they are in the process of switching from BIT to CARE and are looking for feedback from the group on how other institutions have transitioned.

- b. BIT vs CARE teams: Carroll uses CARE as the outward facing team because BIT wasn't inclusive, CCBC is similar in they have a CARE team but function as a BIT team in certain cases, BCCC is a BIT team with a hybrid CARE component, Harford has always been a CARE team and they have a separate SIP team for prevention, Wor-Wic is in the process of developing a CARE team
  - c. Who is on the team and do they have term limits? UB says their team is written to have term limits but they are not enforced, CBCC does not have limits, Carroll's team is position specific, unique representation: UB has a lot of academic representation.
  - d. Who is using something other than Maxient? Carroll is using Starfish by Hobsens
  - e. BIT/CARE chairs are varied and typically program specific
  - f. Some institutions are looking for advice on encouraging buy-in for CARE
  - g. MC wanted to know if schools have had pushback from the change: generally no, it was welcomed, UB suggests that "team" can be a barrier
  - h. Future discussion: how you use Maxient on your campus – topic for another day
5. Case Review
- a. Campuses have been quiet. UB has been focused on vaccination mandate. They are using CRISP.
  - b. Question: How to support students who are quarantined and having mental health struggles – Loyola is sending care packages to students, UB is recording classes and working with clinical case manager to support students
6. Open Discussion/New Business/Announcements
- a. UB wants to know about events with alcohol – not typically a community college concern. Events with alcohol are typically not student events and are permitted and ticketed.
7. Committee Work
- a. Conference planning committee (technology committee will be within this committee), professional development committee, bylaws committee, awards committee
  - b. Committees will choose chairs and determine a time to meet to work on goals, provide goals to board