

**CAPCSD Board Meeting Minutes Approved**  
**June 16, 2023**  
**Via Teams**

**CAPCSD Board of Directors Present:** Jennifer P. Taylor (*President*); Jennifer Simpson (*President Elect*); Michael Bamdad (*Past-President*); Shubha Kashinath (*VP of Research and Academic Affairs*); Kevin McNamara (*VP of Clinical Education*); JoAnne Cascia (*Secretary*); Mark DeRuiter (*VP of Online Professional Development*); Maya Clark (*VP of Organizational Advancement*); Rachel Theodore (*VP of Admissions*); Ashley Harkrider (*Treasurer*)

**CAPCSD Board Members Not Present:** Tricia Montgomery (*VP of Professional Development*)

**CAPCSD Staff Present:** Deborah Ortiz (*Executive Director*); Ned Campbell (*Director of Meetings & Continuing Education*); Megan Woods (*Director of Centralized Admissions*)

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I. Jenny called the meeting to order at 10:20 a.m. ET

a. Motion and second to approve the consent agenda as presented. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES.**

Consent Agenda:

May 2023 Board reports

Motions approved unanimously by email:

Motion made 6/8/2023. Motion approved 6/13/2023. Motion made by JoAnne Cascia and seconded by Mark DeRuiter. 9 approve. 0 oppose. 2 abstain.

Motion to approve the nomination of Teresa Girolamo, Karen Davis, Regina Enwefa, Kimberly Green, Leslie Gruber, Molly Kygowski, Kelly Rutherford, and Laura Wolford for the DEI Committee and approve Teresa Girolamo to serve one additional year was approved. Motion made: 6/2/2023. Motion seconded: 6/6/2023. Motion made by Maya Clark and seconded by Kevin McNamara. 11 approve. 0 oppose. 0 abstain.

Motion to change the name of the Scholarship to Academic Affairs with amended responsibilities was approved: The work of the Academic Affairs Committee is to monitor trends and address issues impacting academic preparation of speech language pathologists and audiologists and make recommendations to the Board of Directors. The Academic Affairs Committee will also support advancement of research, scholarship, and service by coordinating the CAPCSD scholarship application and review process. Motion made: 5/31/2023. Motion approved: 6/8/2023. Motion made by Shubha Kashinath and seconded by Mark DeRuiter. 11 approve. 0 oppose. 0 abstain.

Motion to nominate Teresa Girolamo as chair of the DEI Committee for one year was approved. Motion made 6/8/2023. Motion approved: 6/13/2023. Motion made by Maya Clark and seconded by Jenn Simpson. 11 approve. 0 oppose. 0 abstain.

II. Treasurer Report

YTD May 31, 2023:

- a. YTD Income - \$1,497,027.33
- b. YTD Expenses - \$ 1,380,530.29
- c. YTD Net- \$116,497.04
- d. Fidelity Investments - \$1,395,657

### III. Collaborative Discussion Items

- a. Sunsetting DEI Academy Ad Hoc committee and Essential Functions Task Force. Kevin moved to sunset DEI Academy Ad Hoc committee and Essential Functions Task Force. Ashley seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**
- b. Salary Survey Timeline - Deborah, Jenn and Mike met with DataWise to discuss technical aspects of the survey and timeline. There was discussion about the timing of the survey – when it should open and for how long. After many considerations there was consensus to open the survey October 1 for 31 days.

### Strategic Discussion Items

- a. Scholarships – After reviewing previous years scholarship scores, Shubha proposed awarding ten (10) Ph.D. scholarships of \$12K, an increase in the number of scholarships from eight (8) to ten (10) and an increase in the number of Frances J. Laven Service Awards from one (1) to ten (10) at \$5K each. Shubha stated that most Ph.D. awardees are not using the CAPCSD scholarship as their primary source of funding, and this change allows more applicants the opportunity to receive a scholarship. There was discussion. Shubha moved to change CAPCSD’s current Ph.D. scholarship structure from up to eight (8) \$20K each to up to ten (10) \$12K scholarships, and from one (1) \$5K Frances J. Laven service award to up to ten (10) \$5K service awards. Ashley seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**
- b. Discontinuation of eLearning courses – Kevin reminded the board that all four (4) courses will sunset December 2024 and that a new course will be developed to replace the courses in August 2024. The committee will be working on the new course until June or July 2024. Kevin recommends delaying the sunset of courses 2, 3 and 4 for at least another year so the committee has time to develop resources to address these content areas. Kevin moved to delay sunsetting courses 2, 3, and 4 to at least one year beyond the December 2024 sunset date. Shubha seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES.**
- c. Kevin proposed to establish an ad hoc committee to create content for a new clinical directors symposium. The committee composition would be a chair and up to four (4) members from SLP and AuD, and a liaison from Conference Planning and Clinical Education Committees. There was discussion. Kevin moved to establish an ad hoc committee to: identify the learning needs of new clinical directors; develop symposium content; identify expert presenters; assist in implementing a symposium; and engaging in post-event evaluation and recommendations . Mark seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**
- d. Kevin reported on the replacement course for eLearning course one (1). The course will consist of a series of short learning segments synthesized and recorded by CEC Committee members. Completion of the series will meet the two-hour CEU requirement, provide introductory level content, be more user friendly and accessible. There will be a CEU quiz at

the end. The course will reside in the Path LMS system. It needs to be decided who will format and load the course on Path LMS - JMS staff or an outsourced party. The cost estimate to outsource the development to Path LMS is \$11,900. Currently, there is no time allotted in the JMS contract for this task. There was discussion regarding putting out an RFP for additional quotes, simplifying the format of the course, ensuring course maintenance, and the overall need for the course. The board expressed a desire to take some time to synthesize the information, and requested a detailed written comparison of options and associated costs, to be provided by Kevin by the next board meeting. Kevin moved to include \$12,000 in the 2023-2024 budget for new course development. Rachel seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**

- e. Rachel announced that the CAPCSD and Liaison agreement amendment is ready to be signed. The amendment will protect CAPCSD should there be a CSDCAS data breach.
- f. CAPCSD Foundation – Rachel noted there was some discussion on this topic at the April meeting about a permanent source of funds for things like scholarships. She provided some background and information from previous discussion. The board discussed options, the saturation of foundations asking for funds, staffing needs that would be required, speaking with past presidents and past treasurers who could help make an informed decision. Discussion will continue at the July meeting. Rachel asked that if anyone knows people in their networks who have experience with foundations to let her know.
- g. Membership Questions – Deborah reported that this year there were questions regarding about membership for certificate SLP programs and the board affirmed they are not eligible for membership. She also noted that affiliate program directors are looking for resources such as the Lisa Scott Leadership Academy and DEI Academy, but they are not eligible to apply. There was discussion and there was consensus that the annual conference offers sessions on these topics.
- h. CAPCSD Conversations – Maya would like to change the structure of the CAPCSD Conversations to target Clinic Directors, early career, and associate/ full professors in specific conversations. Ned said new topic areas are easy to add but for them to be successful there needs to be a champion for each topic. The board discussed ideas for going forward so conversations can continue, not just remain dormant, and how committees can collaborate.
- i. Media Strategy Committee – Maya reported there is a lot of crossover with the Media Strategy Committee and Membership Committee and recommends merging Media Strategy with the Membership Committee. The board discussed the history of the two committees and why they were created. Maya provided information about the current member's terms as they relate to one committee going forward. Maya moved to merge the Media Strategy Committee and the Membership Committee to be named the Membership Committee. Jennifer seconded. 10 in favor. 0 opposed. 0 abstain. **MOTION CARRIES**. Maya moved that Erica Williams remain on the Membership Committee and Jennifer Smart remain as chair with terms ending June 2024. Mike seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**.
- j. 2023-2024 Budget – Ashley led the board through the draft proposed budget for next fiscal year. There was discussion. Ashley moved to approved the proposed budget as presented. Jennifer seconded. 10 in favor. 0 oppose. 0 abstain. **MOTION CARRIES**

- k. Jenny provided some follow-up reminders. She thanked the board members terming off - Mike, Mark, JoAnne- and Deborah who is retiring.

Respectfully submitted,  
JoAnne Cascia  
CAPCSD Board Secretary