Minutes
CAPCSD Board of Directors Meeting
April 2-3, 2024
New Orleans, LA

CAPCSD Board of Directors Present: Jennifer Simpson *(President);* Christie Needham *(Secretary)*; Ashley Harkrider *(Treasurer)*; Kevin McNamara *(VP of Clinical Education)*; Erin Lundblom (*VP of Online Professional Development); Tricia Montgomery (VP of Professional Development);* Shubha Kashinath *(VP of Research & Academic Affairs)*; Katie Strong *(President Elect); Maya Clark (VP of Organizational Advancement)*; Rachel Theodore *(VP of Admissions)*; Jennifer Taylor (Past President); Tricia Montgomery (*VP of Professional Development)*

CAPCSD Staff Present: Ned Campbell (*Executive Director)*, Mandie McKenzie (*Director of Professional Development*)

Tuesday, April 2, 2024

Call to Order and Welcome   Jenn Simpson
- Called to order at 8:15 AM EST
- Mandie shared the Board events at the conference, Wordly.ai and the question and answer feature.

Consent Agenda   Jenn Simpson
- ***Motion to approve the February 23, 2024, Board of Directors Meeting Minutes***
  Approve: 10 Abstain: 1 Deny: 0
  Motion Carries
- Staff Report
- Board Reports
Motion: to approve the April 2, 2024, consent agenda as presented.
Approve: 10, Abstain: 0, Deny: 0
Motion Carries

March Minutes   Christie Needham
Motion: to approve the March 22, 2024 minutes.
Approve: 9, Abstain: 2, Deny: 0
Motion Carries

Treasurers Report   Ashley Harkrider
  February 29, 2024
  a. YTD Income - $650,630.58

b. YTD Expenses - $599,731.15
c. YTD Net Income - $50,899.43
d. Fidelity Investments – $1,995,845.25

AI Webinars Update   Erin Lundblom
- VPOPD reported about the follow up meeting with ASHA on March 29, 2024. CAPCSD will be able to take the lead on continuing education of AI in our member programs. At this point there are not any actionable items to occur from the meeting with ASHA. CAPCSD will decide future directions based on reports during the joint ASHA/CAPCSD meeting tomorrow.

CSDCAS Application Fee Discussion   Rachel Theodore
- Fee structure for CSDCAS is set at three years at a time. Current fee is $139 for the first application and $56 for each additional application. Recommendation is to discuss fee increases for the next three years.
- Discussion revolved around looking at the fee structure from the point of view of the member programs and students.
- Board also discussed the length of time that we should vote on fee structure and how far out we should discuss fee structure.

Motion: To increase the CSDCAS application fee structure to be $150 for the initial application fee and $60 for each additional application fees for a three-year term.
Approve: 11, **Deny: 0, Abstain: 0**
Motion Carries

[New Initiative](#) - Clinic Directors Academy   Kevin McNamara
  Note: Mandie and Ned are working on finalizing the
  financial information prior to the Board meeting
- VPCE talked about the current new initiative the name will be Clinical Educator's Academy. Refer to the new initiative request for specifics regarding the academy.
- The Board discussed the purpose of the proposal, return on investment and return on mission for CAPCSD.

Motion: approve Clinical Education Academy with request back to the committee on how to increase the number of participants for 2025.
Approve: 11, Abstain: 0, Deny: 0
Motion Carries

2025 Academies   Ned Campbell
- Executive Director discussed the timing of the academies and what would work best moving forward.
- Board discussed that the admissions academy will not be needed in 2025.

Motion: The following academies will be offered on a three-year rotation (one academy per year) Clinical Education Academy in 2025, Leadership Academy 2026, and DEI Academy 2027.
Approve: 11, Abstain: 0, Deny: 0

Conflict of Interest (COI)   Jenny Taylor and Rachel Theodore

- Board discussed revisions to the current Conflict of Interest (COI) document. These revisions were proposed to help align CAPCSD with best practices and create a solid structure. These revisions will pull staff members into the process and expand the focus of the document from fiduciary only to include impartiality/non-financial considerations.
- The Board can share revisions with VPA before May 3, 2024.

Volunteer Review Rubric   Jenny Taylor

- The Past President reviewed the volunteer rubric moving forward for committee selection and to review current committee members. A review of the P&P will be done to ensure alignment.

Committee Member and Chair Selection   Jenn Simpson

- The Board talked about how to best proceed with decisions regarding committee selection. The P&P will serve as a guiding framework any revisions to the P&P will influence next year's process.

Motion: to approve the following individuals to serve on the Honors and Awards Committee: Phillip Hernandez (term July 1, 2024 to June 30, 2026) and Carol Dudding (term July 1, 2024 to June 30, 2025).
Motion Carries

Motion: to approve the following individual to serve on the Nominations Committee: Christina Pelatti (term July 1, 2024-June 30, 2026).
Motion Carries

Motion: to approve the following individual to the Clinical Education Committee: Anu Subramanian (term July 1, 2024 to June 30, 2025).
Motion Carries

Motion: to approve the following individuals to serve on the Clinical Education Committee: Prachi Bengeri (term July 1, 2024 to June 30, 2026), Hannah Hodson Mclean (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individuals to serve on the Admissions Committee-Data Subcommittee: Danielle Brimo (term July 1, 2024 to June 30, 2026),and Jacqueline Brown (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individuals to the Admissions Committee-Recruitment Subcommittee: Arnold Olszewski (term July 1, 2024 to June 30, 2026), and Ciara Leydon (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individual to the DEI Committee: Sandy Magallan (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individuals to the Online Professional Development Committee: Erica Williams (term July 1, 2024 to June 30, 2026), Robert Serianni (term July 1, 2024 to June 30, 2026), Paula Pineda (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individuals to the Academic Affairs committee: John McCarthy (term July 1, 2024 to June 30, 2026), and Kim Murza (term July 1, 2024 to June 30, 2026),
Motion Carries

Motion: to approve the following individuals to the IPP/IPE committee: Jeff DiGiovanni (to serve a 2nd term July 1, 2024 to June 30, 2026), Renee Bogshutz (to serve a 2nd term July 1, 2024 to June 30, 2026), Stephen Enwefa (term July 1, 2024 to June 30, 2025), Sarai Granados (term July 1, 2024 to June 30, 2025), Stacey Pavelko (replacing Lisa Bowers with a term July 1, 2024 to June 30, 2025), Jennifer Tetnowski (term July 1, 2024 to June 30, 2026), Stephanie Fowler-Brookman (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individual to the Clinical Education Committee: Catherine Fabian (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individual to serve as Chair of the Honors and Awards Committee: Nancy Aarts (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individual to serve as the Chair of the IPP/IPE Committee: Lisa Bowers (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individual to serve on the Admissions Committee-Resource Subcommittee: Whitney Schnieder-Cline (term July 1, 2024 to June 30, 2026) and Debra Dwight (term July 1, 2024 to June 30, 2026).
Motion Carries

Motion: to approve the following individuals to serve as Chairs on the following Subcommittees: Resource Subcommittee-Danielle Watson (chair term July 1, 2024 to June 30, 2026), Recruitment Subcommittee-Leigh Schaid (term July 1, 2024 to June 30, 2026), Data Subcommittee-Caitlin Price (term July 1, 2024 to June 30, 2026).
Motion Carries

Teams Best Practice or Use Guidelines   Christie Needham
- Naming conventions for documents and branching guidelines for Teams, what are we currently using Teams.
- Secretary will work with Ned to draft this

Strategic Plan   Jenny Taylor
- Started conversation with review of mission.

Motion: to update the CAPCSD mission statement from "We support, promote, and advance higher education programs in Communication Sciences and Disorders" to "We connect, inspire, and promote higher education programs in Communication Sciences and Disorders".
Approve: 11, Deny: 0, Abstain: 0
Motion Carries

- Continued conversation about vision statement and core values.

Wednesday, April 3, 2024
Called to order at 8:08 AM CST

DEI Discussion – Mentoring Underrepresented Students   Shubha Kashinath
- The Board reviewed "Mentoring Underrepresented Students in Speech-Language Pathology: Effects of Didactic Training, Leadership Development, and Research Engagement" authored by Nidhi Mahendra and Shubha Kashinath.
- The VP of Research and Academic Affairs shared the background regarding the article and led the discussion.
- The Board had a conversation about how CAPCSD and Board members can best support underrepresented students at both the graduate and undergraduate level.

Budget Requests   Ashley Harkrider
- Budget requests must be submitted so the budget can be presented at the next Board meeting in May.

CSDCAS fee waivers   Rachel Theodore
- VPA presented information on CSDCAS fee waivers for students in need during the application process. In the past it has been about $50,000 per year. Information regarding how much will be needed next year will be presented to the Board possibly via virtual vote.

Strategic Plan Wrap-Up   Jenny Taylor
- Reviewed strategic plan and completed goals.
- Board members will take time to review the plan and develop metrics for measurement to present at the June Board meeting.

Adjourned at 9:53 AM CST

Respectfully submitted,
Christie Needham, Secretary