
Board of Directors Meeting Minutes
Council of Academic Programs in Communication Sciences and Disorders
Friday, December 19, 2025
9:00 – 11:00 a.m. ET

CAPCSD Board of Directors Present: Tricia Montgomery (President), Christie Needham (President-elect), Katie Strong (Past President), Kelly Rutherford (Secretary), Ashley Harkrider (Treasurer), Doug Parham (VP Admissions), Andy Clare (VP Clinical Education), Erin Lundblom (VP Online Professional Development), Leslie Crusco-Grubler (VP Organizational Advancement), Heidi Verticchio (VP Professional Development), John McCarthy (VP Research & Academic Affairs)

Staff Present: Ned Campbell (Executive Director), Mandie McKenzie (Director of Professional Development), Teasha McKinley (Director of Centralized Admissions)

Welcome and Call to Order

The meeting was called to order at 9:02 AM by Tricia Montgomery, President.

Call To Order	President
Approval of Consent Agenda	President
<ul style="list-style-type: none"> Board Reports November Minutes 	
Motion to approve November 18-19, 2025 made by VP Professional Development and second by VP Online Professional Development; Approve 11, Deny 0, Abstain 0; Motion carries	
<ul style="list-style-type: none"> Staff Report 	
December Special Meeting Minutes	Secretary
<ul style="list-style-type: none"> Motion to approve December Special Meeting Minutes; Approve 10, Deny 0, Abstain 1; Motion carries 	
Minutes (ASHA and CAPCSD Joint Meeting – 11/19/2025)	Secretary
<ul style="list-style-type: none"> Formal meeting minutes provided by ASHA for this meeting. Motion to approve; Approve 11, Deny 0, Abstain 0; Motion carries 	

Treasurer's Report

As of November 30, 2025

- YTD Income -- \$494,897.56
- YTD Expenses -- \$380,663.58
- YTD Net Income -- \$114,233.98
- Fidelity Investments -- \$2,609,409.07
- The Vice President for Admissions asked about the current financial position compared to previous years. The Treasurer reported that the figures are consistent with recent years and noted that the Fidelity account fluctuates based on federal government activity.

Treasurer

CAPCSD Annual Review

- An external agency completed an audit of CAPCSD's finances and reported no issues. The audit noted reduced expenditures and increased incoming revenue. A recommendation was made to explore additional revenue streams to support diversification.

Treasurer

RFP for Investment Company

- The RFP will be issued in January, with the Executive Director leading efforts to ensure a broad and comprehensive search for a new financial advisor. The goal is to conduct virtual interviews in March.

Treasurer

GrowthZone Contract

- The Executive Director reported that CAPCSD may enter either a one- or three-year contract with GrowthZone. The longer contract includes a 5% annual increase, while the shorter contract includes a 7% annual increase. The Executive Director reviewed how GrowthZone is currently used and how the updated system will expand functionality. Past-President highlighted additional benefits GrowthZone can provide to the organization. The Executive Director also recommended conducting a review at the end of a three-year contract to evaluate whether alternative platforms may offer improved features.
- Motion from VP Professional Development to approve three-year contract and seconded by VP Clinical Education; Approve-11, Deny-0, Abstain-0; Motion carries.

Executive Director

Update on Amicus Brief / ACE

President

- Amicus Brief: The Board previously voted to co-sign the amicus brief with ASHA. Although the timeline has been extended, CAPCSD will proceed as an official signatory. The President also reported that the attorney consultation fee was \$200.00 for 0.3 hours.
- ACE: The President noted that CAPCSD may wish to consider joining ACE due to shared values. The Executive Director reported the associated membership fee and provided a handout outlining member benefits. Board members discussed potential advantages, alignment with strategic priorities, and budget considerations. The Executive Director will confirm whether there is an open enrollment period. Further discussion is planned for the January meeting.

Honors and Awards Process Criteria and Rubrics

- Past president requested that Board members review the criteria and rubrics used for honors and awards prior to the January meeting to support a productive discussion. She will distribute the relevant materials by email.

DEIB Committee Input on DEI Academy

- The DEIB Committee discussed the future of the DEI Academy and expressed support for CAPCSD fully funding participation for accepted applicants. The committee also recommended considering a name change for the academy to facilitate institutional approval for attendees and suggested that an online format, potentially separate from the annual conference, may be beneficial.
- The President noted that broader discussion of educational offerings is planned for January. The President-Elect highlighted alignment with CAPCSD's mission and vision, and it was noted that planning for any changes would likely target 2026. The President emphasized that education remains a core expectation of CAPCSD stakeholders and is central to the strategic plan.

CAPCSD Statement on Student Loans / Potential Op Ed / Reach out to ASHA regarding statement

- The VP for Research and Academic Affairs provided an update on recent federal reclassification changes affecting loan limits for several allied health professions. He noted potential implications for students and the future workforce

Past-President

VP
Organizational
Advancement

VP Research
and Academic
Affairs / VP
Organizational
Advancement /
President /

and recommended that CAPCSD consider issuing a public statement to support stakeholders during this transition. The Executive Director has prepared a draft statement for Board review.

Executive
Director

- Board members discussed possible approaches, including issuing a statement independently or in coordination with partner organizations. It was noted that some programs have already communicated with their communities due to anticipated enrollment impacts. The Board emphasized the importance of ensuring that prospective and current students feel supported and informed.
- VP Organizational Advancement noted that the reclassification of the professions is rooted in DEIB connections, so that needs to be considered as we address the reclassification.
- The Past President suggested gathering information from other disciplines that have addressed similar classification issues. Board members also discussed the possibility of highlighting existing CAPCSD initiatives, such as scholarships, as part of any communication. The VP for Organizational Advancement recommended sharing these ideas with ASHA for potential collaboration.
- The Department of Education is expected to open a 30-day public comment period in January. The Board agreed that a finalized statement should be prepared in advance of this window. The VP Organizational Advancement, VP Research and Academic Affairs, and Secretary volunteered to draft the statement for consideration at the January meeting.
- Additional considerations included aligning any communication with upcoming competency-based education work and informing members about opportunities to participate in the January open forum.

Requested comments from ASHA Academic Affairs

VP Research
and Academic
Affairs

- In connection with the reclassification issue, the Academic Affairs Board must submit recommendations to the ASHA Board of Directors. VP Research and Academic Affairs invited Board members to review and comment on the eight recommendations linked in his Board Report. Feedback should be submitted in time for the recommendations to reach the ASHA Board of Directors by February.

January Meeting Information

- Director of Professional Development provided logistical information for the January meeting on Amelia Island, including transportation considerations, hotel details, meeting room locations, and general guidance for planning ahead due to the island's limited rideshare availability. She also noted meal voucher procedures and recommended dressing in layers for the expected weather. The Board expressed appreciation to the Director of Professional Development for her thorough planning.

President /
Director of
Professional
Development

Leadership Summit Applications

- VP Admissions acknowledged and thanked Director of Professional Development and Director of Centralized Admissions for their work in finalizing applications for the Leadership Summit. The review committee completed its evaluations and selected 25 participants.

VP Admissions

Move to Executive Session

President

Adjournment: The meeting was adjourned at 10:30 AM.

Respectfully submitted,
Kelly Rutherford
CAPCSD Secretary