

**CAPCSD Board of Directors  
Meeting Minutes  
Friday, March 24, 2023  
Via Teams**

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

**Board of Directors Not Present:** Mark DeRuiter (*VP of Online Professional Development*)

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

**Meeting Start:** 10:07 a.m. EST

**Meeting End:** 11:46 a.m. ET

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- I. President - Taylor
  - a. Call to order-Welcome
- II. Secretary, Cascia
  - a. Consent Agenda
    - March 2023 Board Reports
    - Approval of February 2023 Board Meeting Minutes
    - Motions Approved Unanimously by Email:
      - Motion to approve Colleen Visconti, Derek Daniels and Nicole Corbin to the SoTL Taskforce was approved unanimously on March 19, 2023
      - Motion to approve Donna Pitts to Conference Planning Committee (if declines motion to approve Jennifer Phelan) was approved unanimously on March 21, 2023
    - **Tricia made a motion to approve. Mike 2<sup>nd</sup>. All approve. No opposed. MOTION CARRIES**
- III. Treasurer - Harkrider
  - a. Treasurer Report - Ashley reported the FY income and expenses as of month ending February 2023:

YTD Income: \$518,406.31  
Expenses: \$634,147.39  
Fidelity Balance: \$1,346,460.28
  - b. Proposed budget items for FY 2023-2024 are due to Ashley by April 1<sup>st</sup>
- IV. Collaborative Discussion Items:
  - i. Jenny met with Ana Claudia Harten's email to CAPCSD regarding gun reform and campuses. She would like CAPCSD to ask ASHA why they are not using their lobbyist to advocate for our programs. She also requested professional

development sessions on trauma and how to deal with/respond/prevent/recognize signs/and diffuse. There was consensus among the board on these points. These topics will be shared with the Online Professional Development committee for consideration as they plan future webinars.

- ii. President Elect Simpson – Beginning next year, the board will send one call for nominations by March for all committees that will have open positions in July Jennifer will put together a template for the board to follow. There was discussion. It was agreed to invite self-nominations only since nominating others has caused some confusion. The board agreed that seeing all open positions will make it easier for members to decide what committees for which they can best contribute. If members apply for more than one committee, the board will discuss. This process will be more transparent and efficient.
  - iii. VPOA Clark - She has been working with staff to move ownership of the social media accounts to CAPCSD. These accounts were initially set up by volunteers but need to be owned by CAPCSD. There was discussion about the need to consider qualifications for committee members, social media ideas, and a suggestion to also have a LinkedIn account in addition to Facebook and Instagram. Ned commented that CAPCSD also has a Twitter account.
  - iv. The board reviewed the CSD Education Survey documents from ASHA and determined no changes are requested.
  - v. The board discussed agenda items for the joint meetings with ASHA and AAA in April.
- b. Strategic Discussions
- i. CSD Education Survey- Jenny shared that ASHA disagreed with the Board’s decision for staff serve as CAPCSD’s liaison stating that they would like it to be a faculty member. There was discussion. The board reaffirmed their decision to have Megan Woods serve in this role.
  - ii. VPCE McNamara - Essential Functions Task Force - The content of the existing document was not cohesive and the Task Force looked at areas that were underpinning student success. The document is now streamlined with more contextual information. There was lengthy discussion about the revisions being more focused; not discriminatory; serving a useful purpose for programs and students; and how it would be used. While some see this as a necessary tool, others view it as something that can be used to discriminate. It was noted that Essential Functions can be done with accommodations and the document provides good information. Discussion continued. The board requested that the document be renamed and include a statement about how CAPCSD intends it to be used. There was discussion about the word “essential” being strong and some programs might view it as exclusionary and not as a way to support students. The board requested the Task Force to change the name of the document and a statement added about potential uses for their review and approval.
  - iii. VPOA Clark – The DEI committee has been pondering the resolution from the Equity Action Collective Task Force that was approved and the proposed DEI

policy. Maya requested that CAPCSD first create a statement before a policy is considered and that the policy be based on the statement. The board agreed that they should address what they believe and what they are willing to do.

Respectfully submitted,

JoAnne Cascia, CAPCSD Secretary