

**CAPCSD Board of Directors  
Meeting Minutes Approved  
Friday, February 24, 2023  
Meeting Via Team**

**Board of Directors Present:** Jenny Taylor (*President*); Mike Bamdad (*Past-President*); Jennifer Simpson (*President Elect*); Ashley Harkrider (*Treasurer*); Kevin McNamara (*VP of Clinical Education*); Rachel Theodore (*VP of Admissions*); Mark DeRuiter (*VP of Online Professional Development*); Shubha Kashinath (*VP of Research and Academic Affairs*)

**Board of Directors Absent:** JoAnne Cascia (*Secretary*); Maya Clark (*VP of Organizational Advancement*); Tricia Montgomery (*VP of Professional Development*)

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

**Guest:** Jennifer Mackey, Chair, Essential Functions Task Force

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**I.** President Jennifer Taylor called the meeting to order at 10:00 a.m. EST and welcomed the board.

**II. Action Items:**

- **Mike Bamdad moved to approve the Consent Agenda as presented. Shubha Kashinath seconded. Motion passed unanimously.**
  - February 2023 Board Reports
  - Motions Approved Unanimously by Email:
    - February 22, 2023, January Board Meeting Minutes.
    - February 21, 2023, Online Professional Development Committee – Jayne Jaskolski and Jessica Sullivan, second two-year terms 2023-2025; Jana Waller, Chair for a two-year term 2023-2025.
    - February 17, 2023 – Conference Planning Committee - Leanna Lawrence, Chair for a two-year term 2023-2025; Heidi Verticchio, member-at-large, one-year term.
- **Kevin McNamara moved to offer Andy Clare a second, two-year term as chair of the Clinical Education Committee. Mike Bamdad seconded. Motion passed unanimously.**

**III. CSD Education Survey Questions**

The board started a review of the proposed questions and changes for the 2023 survey provided by ASHA for feedback. Board members will review further, and feedback collected to give to ASHA.

**IV. Collaborative Discussion Items**

- **Essential Functions Task Force** – Jennifer Mackey, Chair of the Essential Functions Task Force, joined the meeting to provide an update and seek board input. Jennifer outlined in detail the steps the task force has taken and shared concerns they have encountered on the challenges of offering guidance that is not viewed as discriminatory. There was discussion about whether the Essential Functions is still needed. It was suggested that a different kind of tool be considered, one that is a resource for supporting reasonable accommodations. The board will review the current document and offer feedback.

**V. Treasurer Report**

Ashley Harkrider provided an update on the YTD financials for month ending January 2023.

Income: \$ 189,369.86  
 Expenses: \$ 554,736.09  
 Fidelity: \$ 1.387 million

(Mark DeRuiter and Jenny Taylor left the meeting and Mike Bamdad led the remainder of the meeting.)

**VI. Collaborative Discussion Items continued**

- **January 2023 DEI Board Training Debrief** – The Board had an open discussion about the training and its value and take-away tools. It was agreed that moving forward the training should have: a facilitator familiar with academic/association views; a focus on specific goals with curated content; and take away tools. The annual board orientation will be updated to include DEI training.
- **Open Committee Position Language and Succession planning** – Jennifer Simpson reported that she and Deborah Ortiz met and discussed proposed changes for the annual P&P update. She said there is a focus on enhancing language on how committee members are selected and offer more transparency about the process. The recommendation will be to send one call for volunteers annually targeting directly for committee vacancies opening in July. Jenn Simpson will bring back some language for this for the March meeting. There was discussion about the volunteer interest form, how a different approach would address soliciting volunteers when there are no open positions and eliminate an outdated list of interested volunteers.
- **DEI Proposed Policy** – Move for discussion to the March meeting.

**VII. Strategic Discussion Items**

- **CSD Education Survey** – Deborah Ortiz provided an update from her meeting with Vicki Deal Williams, ASHA CEO. There was discussion about the agreement, CAPCSD’s request for access to the raw data, and CAPCSDs role as a

partner or only contributor. Vicki was understanding of CAPCSDs request and, although access to the raw data is most likely not an option, she will talk with her staff about options for how CAPCSD might be able to receive some of the information being requested.

- **Staff Goals and Feedback** – The board will use the goals provided by staff on February 3, 2023, as context for using the new evaluation form. Rachel Theodore commented that the goals provide context for the narrative and help guide the board on what staff is doing.
- **Member Request Regarding Campus Shooting** – CAPCSD received a request from a member after the shooting at Michigan State University to write an open letter to the congress urging them to address gun violence. There was discussion about the board’s role and if the request is consistent with CAPCSDs mission. The consensus was for the board president to have a conversation with the member.

**VIII. Committee Follow-up Reminders**

- DEI Resources for Members
- IPE/IPP Goals
- Social Media Plan
- Communication Plan/Connecting with Members/Ph.D. Communication

**IX. Adjourned at 11:54 a.m. EST.**

Respectfully submitted:

Deborah Ortiz, Executive Director