

**CAPCSD**  
**Board of Directors Meeting Approved Minutes**  
**Conference Call**  
**September 20, 2018**

**Board of Directors Present:** Lisa Lucks Mendel (*President*); Ann Eddins (*President-Elect*); Mark DeRuiter (*Past President*); Katie Strong (*Treasurer*); Lisa Scott (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) Elaine Mormer (*VP for Clinical Education Resource Development*); Jennifer Simpson (*VP for Strategic Initiatives*); Jennifer Taylor (*VP for Organizational Advancement*)

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

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**I. Mendel called the meeting to order at 12 pm.**

**II. President's Report (Mendel)**

- a. AAA Clinical Forum update: Happening again for 2019. Jay Hall will be scheduling a conference call to discuss topic development.
- b. Fall Newsletter: Ready to go, but waiting to send until after our meeting today.
- c. ASHA-CAPCSD Agenda Items: Mendel sent a potential agenda this morning: SLPD update; AuD Task Force update; status of the CSD Education survey; production of the simulation ebook; status of the eLearning modules; and scheduling of the Researcher-Academic town meeting (always conflicts with our business meeting).

**III. Secretary's Report (Scott)**

- a. Approval of Minutes from July 2018 meeting
  - i. Edit needed for name of CSDCAS Committee. Scott will make changes.
  - ii. MOTION for approval of July 2018 minutes with amendment to CSDCAS Committee references in document. **MOTION CARRIES.**
- b. MOTION (Electronic) to approve expenditure of \$560.00 to produce an eBook version of Guide to Best Practices in Simulation in CSD. **MOTION CARRIES UNANIMOUSLY 8.16.18**
- c. MOTION (Electronic) to approve expenditure of \$6861.00 to purchase new computers for 2 JMS staff. **MOTION CARRIES UNANIMOUSLY 8.21.18.**
- d. Salary survey update: Salary survey is delayed because of confusion about Carnegie Classifications and several other categories from the last cycle. Scott anticipates it will be sent to Neil @ Calvin next week.
- e. Strategic Plan update: Scott asked the Board to review the documents sent via email on 9.19.18. Each Board member should select their top 3 priorities under each of the 5 thematic areas and write a measurable outcome for each, send to her by October 11. She will then draft a strategic plan based on this input to be discussed on October 18 phone call. Plan will then be edited from there for a final draft presented for approval at

November F2F Board meeting in Boston and presented to membership at the November Business meeting.

#### **IV. Staff Report (Ortiz, Campbell)**

- a. Ortiz
  - i. CAPCSD has sent out blast emails:
    - 1. To extend the Call for Papers to Oct. 1
    - 2. To CSDCAS users to assess interest in a 4-hour WebAdMIT training.
    - 3. Inviting programs to have students submit for scholarships;
    - 4. Inviting resolutions to be submitted in time for consideration at next Board meeting and possible presentation at the November Business Meeting.
  - ii. Next week, reminders to apply to the Leadership Academy and Clinic Directors Basic Training will go out.
  - iii. Leadership Academy (LA) web session reminder was sent out to previous LA attendees. Jeff Buller has created a workbook to go with this session.
  - iv. Board members who haven't already bought plane tickets to Boston for November need to get in touch with Mike McDaniel to make reservations asap.
  - v. A CSDCAS applicant has filed complaint with BBB in Denver (where she lives) re: request to have Liaison enter her transcripts into the portal.
    - 1. She paid the \$90 service fee in March to have Liaison staff enter transcripts, but never sent them so they were never entered.
    - 2. She wants her money back, wants process explained to her in detail.
    - 3. Money is non-refundable. This person will be contacted by Ortiz next week about what needs to happen.
- b. Campbell
  - i. 2019 San Diego hotel (Westin Gas Lamp) is owned by Marriott. As of Tuesday, 160/220 staff at Westin voted to go on strike; this is part of a nationwide strike against Marriott that will affect Marriott properties in 8 different states.
  - ii. There is a plan for our hotel to be staffed with non-unionized employees from other hotels in area, in the event the strike is still taking place when we meet.
  - iii. Most immediately, Westin Boston Waterfront (where our November meetings will be held) is included in the strike.

#### **V. President-Elect Report (Eddins)**

- a. Call for resolutions was sent out via email on 9.19.18. Deadline is 30 days before business meeting.
- b. The President trio has put together a review process that we can use on an annual basis to provide feedback to the management company. Nothing in bylaws or P&P that

indicates when/how often we should be doing this. Looks like it should be under President responsibilities in P&P. The evaluation document can go into the P&P as an Appendix.

#### VI. Past President Report (DeRuiter)

- a. Membership update: 2 new regular members, California University of Pennsylvania and Louisiana State University Health Sciences-Shreveport. 4 affiliate members, 13 programs that haven't renewed.
- b. MOTIONS to approve Nominations Committee appointments:
  - i. James Mashie, nominated Member for 3 year term;
  - ii. Melody Harrison, nominated member for 3 year term. **MOTIONS CARRY**
  - iii. Heidi Verticchio will continue in her term as Chair.
- c. MOTION to approve Peggy Nelson, nominated member for 3-year term on Honors & Awards Committee. **MOTION CARRIES**. Other members: Honors and Awards Committee: Cheryl Messick as Chair (serving current term); Dianne Meyer (serving in last year of current term).
- d. The ASHA Healthcare Economics Committee is interested in learning what de-identified questions have been from our Medicare webinars so that they can shape their work. Board is fine with sharing this information with them.
- e. DeRuiter has travel booked for SLPD committee meeting at ASHA 2<sup>nd</sup> week in October.

#### VII. Treasurer Report (Strong)

- a. Current financial status as of August 31, 2018:
  - i. Fidelity (investments) = \$616,621.43
  - ii. FirstBank (checking) = \$64,643.24
  - iii. FirstBank (savings) = \$303,584.53
  - iv. **Total Assets: \$984,849.20**
- b. Cash flow: Historically, we have a cash flow challenge at this time of year because of payouts for upcoming meetings and from the summer Board meeting. Strong will look at data from past 2 years and work with Ortiz and President trio about how to modify so that we are not transferring money every year at this time.
- c. Budget Revision: We missed a significant section of the budget from our summer meeting due to a calculation error. Because of this error, the budget we have approved would have a deficit of approximately \$83,000.
  - i. The Board agreed unanimously that operating with a balanced budget is of highest priority.
  - ii. Various ways to correct the error and create a balanced budget were discussed.
    1. New Line Item Added to Income from Overage of 2017-2018 budget \$25,000

2. Reduced Line Item 3412 PhD Scholarships from \$200,000 to \$160,000
  3. Eliminated New Line Item under 2501 VP for Organizational Management for CSDCAS Applicant scholarships (amount \$5,000)
  4. Reduced New Line Item under VP for Strategic Initiatives from \$100,000 to \$75,000
- iii. These changes brought the bottom line of budget from a loss of \$83,794.00 to a profit of \$11,206
1. Jennifer Taylor will also explore with Liaison if Line Item 2555 EMP can be reduced from \$13,467 to \$0.00 if this can be terminated a year early
- iv. MOTION to approve changes to the 2018-2019 Budget. **MOTION CARRIES**

**VIII. VP Program Resource Development Report (Bamdad)**

- a. Conference Update
  - i. Things for the conference are going well and are on schedule. Almost ready to invite the Invited Speakers.
  - ii. We also have a working At-A-Glance
  - iii. Call for Papers – deadline extended to Oct. 1. Lower number of submissions right now than in the past.
- b. Leadership Academy application closes Oct. 10 with decisions out by November 30.
- c. Future Conference Sites Update
  - i. Will visit possible Atlanta sites at end of September. Options look good, and this is replacement for Charlotte. May even see a savings than what we were going to spend in Charlotte.
  - ii. Possible Orlando site visits will occur at beginning of October.

**IX. VP for Organizational Advancement Report (Taylor)**

- a. CSDCAS Update: Taylor, Woods, and Mandulak will meet with Liaison staff in Boston next week.
- b. Sent out a survey yesterday to CSDCAS users about whether they are interested in a special session at the conference on using WebAdMIT. Have already received 49 responses that all said “yes.”
- c. Review of committee charge will occur next week, as well as goals for the year.
- d. Will discuss with Karen Jacobs about communication to CSDCAS users without informing Megan Woods or other members of CSDCAS Committee.
- e. Developing a CSDCAS timeline.
- f. Have a contract with every CSDCAS user program, but copies for some programs are unavailable. Will probably get a new contract signed by all programs and keep them in the new database or on our Dropbox site until the database is up and running.

- g. Will have a CSDCAS table at ASHA and also at AAA. If interested, please sign up for a time slot.
- h. CSD Education Survey is open, about 140 programs have not yet completed. Week of October 15, will begin contacting the non-responders. Asked for Board help in contacting programs.
- i. Delta State won the “1<sup>st</sup> to complete Ed Survey”.
- j. ASHA presentation on CSD Education Survey – Taylor will present with Nunez.

**X. VP Clinical Education Resource Development (Morner)**

- a. eLearning Course Update: June-August 2017: 760 modules, vs. June-Aug 2018: 1828 modules.
- b. Penzias Contract, EDC Contract. Penzias will help us connect fields in EDC and help us get data on which programs are using the courses and whether users are SLP or Audiology. EDC Contract is in place. Morner and Campbell will have monthly meetings with Kiersten from EDC on marketing, development.
- c. eBook: Waiting to get a contract from the publisher, which should happen quickly.
- d. Report from CFCC Meeting: attended meeting at ASHA a few weeks ago.
  - i. For 2020 standards implementation, the Audiology standards changes have been posted. Master’s level audiologists are still concerned about maintaining their certification.
  - ii. SLP standards for 2020 have been through review and finalizing verbiage.
  - iii. Developing an FAQ about new standards.
  - iv. ASHA expecting 19k attendees in Boston.
  - v. Extensive demonstration of new online certification process. Way it will work: all applications will be submitted online. Program Director/Chair who signs off on the KASA checklist will be all electronic. Person responsible for signing will get an email that it needs to be approved. Will impact workflow of program administrators. Morner suggested that CAPCSD could/would be helpful in this process. Expected to go live by end of 2018.
  - vi. Getting ready to certify SLP-Assistants and Audiology-Assistants. Discussion and disagreement about items on the certification exam.
  - vii. Continuing to work on English Language Proficiency Statement to outline requirements for applicants for CCC. May go out for Peer Review.
- e. Clinic Directors Basic Training Update
  - i. Currently 23 completed applications, 13 started but not completed.
  - ii. Working on getting speaker invitations out.
  - iii. Have committee members recruited to be reviewers.

**XI. VP for Academic Affairs & Research Education Report (Dayalu)**

- a. Scholarships Update: Call is out. Have 2 months to apply and then the review process will commence.
- b. Report from CAA: Call with Kimberly (new accreditation manager) and Todd Philbreck about how we interface with CAA/CFCC. Currently, we submit a report, then have conversation about what's in the report.
- c. IPE Committee Update: Activity with regard to getting proposals from committee submitted for conference. Also examining what's available on the web.
- d. Participated in orientation with Academic Affairs Board.

**XII. VP for Strategic Initiatives Report (Simpson)**

- a. ASHA Presentation: CAPCSD Salary Survey & 2018 Update – In touch with Paula Curry who submitted the proposal. She will work with Jennifer on creating the presentation.
- b. Undergraduate Group Correspondence: Reached out to Mendy Richards (President) and Lori Nelson (Treasurer) of NAPP (National Academy of Pre-Professional Programs in CSD). Richards has stepped down as she's retired and they are looking for a new President. Nelson has asked about transferring some of NAPP money to CAPCSD to help fund and Undergraduate Issues Committee.
- c. Media Strategy Committee Update: There are 2 people Leslie, Kelly Farhquarson – responsive and will post quickly. Need direction about strategy, including specific focus on CAPCSD-related topics, e.g., "Check your inboxes for the Call for Papers." They are very responsive and good at promoting, so we just need to calibrate about focus.

**XIII. Next call will be October 18, 12-1:30 Eastern time.**

**XIV. Meeting adjourned at 1:42 Eastern time.**

Respectfully submitted,  
Lisa Scott