

ABFSE College and University Council

Approved Minutes of Friday March 8, 2024

1. Call to Order, Welcome and Introduction

Chair, Jolena Grande, called the 2024 annual CUC meeting to order at 1:04 CST. CUC meeting was held virtually. Robb Smith, ABFSE Executive Director recorded the meeting.

2. Roll Call

Secretary, Jonathan Acosta, took roll. 30 of the 58 programs were present at the time of roll call and presented enough for a quorum.

3. Presentation of the Agenda

Leili McMurrough made a motion to adopt the agenda. Cody Lopasky seconded. All approved, none opposed. Motion passed.

4. Appointment of Parliamentarian

Upon request, Mark Evely agreed to serve as parliamentarian for the CUC meeting. Tony Moore motioned, seconded by James Bullard. All approved, none opposed. Mark Evely appointed Parliamentarian.

5. Approval of Minutes

Approval of Minutes from Friday, March 17, 2023 virtual meeting. Cody Lopasky motioned to approve minutes. Leili McMurrough seconded. All approved, none opposed. Minutes approved.

Kevin Davis reminded the CUC that guests needed to be approved. Guests in attendance are ABFSE Executive Director Robb Smith and ABFSE Assistant Executive Director Michael Landon. James Bullard motioned to approved the guests, Joe Finocchiaro seconded. All approved except one opposition, Kevin Davis. Motion to allow guests passed.

6. Committee Reports

- A. ABFSE Executive Committee – Deferred until assembled in April as a full body.
- B. COA Liaison Committee- No questions were received. Committee meeting will be held at a later time.
- C. COA- Meeting was held on February 20, 2024 to complete final review of comments/questions on review of standards. Will provide a full report in April at the annual meeting.
- D. Constitution and By-Laws- Meeting was held February 23, 2024. The committee reviewed the language and revised Article 7 Section C.1 to clarify qualifications for Board Committee memberships.
- E. Curriculum- Committee provided updates on Embalming, Funeral Service Psychology and Counseling, and Chemistry. Curriculum workshop will be hosted by Cypress College this June. Selections for Curriculum teams will be presented at the April meeting.
- F. Finance Committee- Deferred until assembled in April as a full body.
- G. Program Committee- Agenda for this years ABFSE annual meeting was being discussed and next year Kansas City was selected as a site for the annual meeting.
- H. Scholarship Committee- meeting in April
- I. NBE Liaison Committee- no representation

Brad Shepherd motioned to accept all reports. Matt Kendall seconded. All approved. None opposed. Reports were accepted by the CUC.

7. Report on ABFSE participation in the 2024 ICFSEB annual meeting

Cody reported that about a dozen school were in attendance at the meeting. The educator luncheon with Daylene was shared with the CUC. Highlights included discussion on funeral director only programs, how the task analysis survey is worded, reducing the amount of time that the NBE application is valid for, and the possibility of reserving test sites for students. He emphasized the need for programs to support the application timeline and how this may encourage students to take the exams in a timely manner. Robb shared that the conference is willing to communicate information directly with students and is working toward short trainings i.e. to submit question comments on the exam.

Tony Moore motioned to accept the report, Dan Shea seconded. All approved. None opposed. Report accepted by the CUC.

8. Unfinished Business- No unfinished business

9. New Business

A. Notices of Motion

- a. Updates to Chemistry, Embalming, and Funeral Service Psychology and Counseling curriculum were made. Revisions as presented by Cody Lopasky, Chair of Curriculum Committee.
- b. 5 Year Review of Accreditation Standards were completed.

Kevin Davis inquired as to why this is a Notice of Motion, as it is informational. Robb clarified it was presented to have it acknowledged by the American Board body. Kevin mentioned we should keep it as informational and Leili McMurrough agreed. The COA wants to ensure schools are aware the revisions are in effect as of January 1, 2025. Mark Evely suggested that the COA present the Review of Standards as being completed as part of their report at the ABFSE Annual Meeting.

CUC took action to withdraw the motion. Motioned by Kevin Davis, Leili McMurrough seconded. All approved, none opposed. Motion withdrawn.

c. Articles of Incorporation and By-Laws

The ABFSE completed and update on their Articles of Incorporation.

B. COA Educator Nominations

Jolena shared there is a need for 1 Private School Member and 1 Public School Member for the COA. 1 Private School (Jonathan Acosta) and 3 Public School Nominations (Ebone Dukes, Brad Shepherd, and Mark Evely) were received. Dan Shea motioned to forward names to the COA, seconded by Cody Lopasky.

Jazyk Ennis asked the Chair for discussion and was permitted to do so. He stated our by-laws state that 3 nominations must be presented to the COA. This was confirmed. During the discussion it was indicated that in the past volunteers could submit their names and refuse the appointment if selected. The Chair shared the CUC must nominate 3 qualified individuals to present to the COA. Mark Evely asked Robb for clarification on qualifications. Qualifications were shared with the body present. Cody Lopasky offered himself as a nomination, but it would present a conflict of interest as an ABFSE committee member. Additional Private school nominations were made. Joe Finacchiaro nominated Erin Wilson and Leili McMurrough nominated Steve Spann.

Current motion amended to include Erin Wilson, Steve Spann, and Jonathan Acosta as private school nominations.

Further discussion was made about the COA already having a member from Dallas Institute of Funeral Service. It was determined that multiple members from the same institution is not prohibited.

Robb Smith offered further clarification to newer members that the Department of Ed and CHEA require the COA be separate and independent of the ABFSE committees. Therefore, Mr. Lopasky is not able to be nominated since he is an Executive Board Committee member, not due to not being qualified.

- C. Lauren Budrow shared information about the new mentoring program being offered. The new mentoring program will have a formal design and help mentor new and future program directors. A defined timeline with goals and quarterly meetings will be provided. There will also be a stipend presented to the mentor at the conclusion of the program.

10. Announcements

Jolena shared the following announcements:

- A. ABFSE Annual Meeting is April 8-12, 2024 in Boston, MA
- B. Curriculum Workshop will be held June 6-8, 2024 in Cypress, CA
 - a. Microbiology
 - b. Small Business Management (with Accounting)
 - c. Funeral Service Law and FTC
- C. A pre-conference webinar on AI-Driven Learning will be held Friday, March 15, 2024
- D. ABFSE Committee Vacancies
 - a. 2 for the Curriculum Committee
 - b. 1 for the Scholarship Committee
 - c. 2 for the Program Committee

11. Adjourn

Cody Lopasky moved to adjourn. Dan Shea seconded. All approved.