

**AMERICAN BOARD OF FUNERAL SERVICE EDUCATION**  
57<sup>th</sup> ANNUAL MEETING

**MINUTES**

Friday, April 12, 2019  
1:30 pm

Marriott Miami Dadeland Hotel  
Miami, Florida

***\*\*These minutes will be presented for approval at the 58<sup>th</sup> Annual Meeting in Dallas, TX.\*\****

Meeting was called to order at 1:30 pm by President Jzyk Ennis. President Ennis then led everyone in the Pledge of Allegiance.

The National Anthem was sung by Joseph Finocchiaro (Miami-Dade College).

Invocation and Prayer of Remembrance was given by James Shoemake, NACMS Executive Director. The following were remembered in prayer: Harriet Elizabeth Bower, Frederick John Hastings, Theresa Rose Laurin, Larry Wayne Pike, Elidia C. Solis, Michael R. St. Pierre and Wulfred Adrian Tolboom.

President Ennis welcomed attendees to Miami, and reminded them that there would be a roundtable discussion held at the end of the meeting.

President Ennis appointed Mark Evely (Wayne State University) parliamentarian.

Roll was called by ABFSE Vice President Jolena Grande, Cypress College, followed by self-introductions of all attendees.

Institution	Representative
Amarillo College	Brant Davis, Gail Davis, Patricia Garcia
American Academy McAllister Institute	Tracy Lentz
American River College	Valerie Rose, Nathan Skelton
Arapahoe Community College	Jim Hurley
Arkansas State University – Mountain Home	Matt Buel
Cape Cod Community College	Daniel Shea
Carl Sandburg College	Tim Krause, Matt Kendall
Chandler-Gilbert Community College	Donna G. Backhaus
Cincinnati College of Mortuary Science	Mark Ivey
Commonwealth Institute of Funeral Service	Glenn Bower, Cody Lopasky
Community College of Baltimore College	No representative.
Cypress College	Jolena Grande, Damon de la Cruz
Dallas Institute of Funeral Service	Wayne Cavender, Jill Karn
Delgado Community College	Constance Barrowe
Des Moines Area Community College	Dixie Evans
East Mississippi Community College	Octavia Dickerson, Kevin Hurt

Eastwick College	Rosemarie Reilly
Fayetteville Technical Community College	'Lynn timer' Montgomery
Fine Mortuary College	Kevin Koch, Sarah Stopyra
Florida State College – Jacksonville	Robert J. Dean, Demetrias Dean
Goodwin College	Jesse Gomes
Gupton-Jones College of Funeral Service	No representative.
Holmes Community College	Thomas Garrett, David Jones
Hudson Valley Community College	Lori Q. Purcell
Ivy Tech Community College Central Indiana	No representative.
Ivy Tech Community College of Lake County Campus	Nhemya Ward
Jefferson State Community College	Venus N. R. Smith; Jzyk S. Ennis
John A. Gupton College	Steve Spann
John Tyler Community College	Samuel Rhue
Kansas City Kansas Community College	Wiley Wright
Lake Washington Institute of Technology	Lisa D. Meehan
Malcolm X College	No representative.
Mercer County Community College	Michael Daley
Miami Dade Collage	Joseph Finocchiaro
Mid-America College of Funeral Service	Mitch Mitchell
Milwaukee Area Technical College	Julian Jasper, Jr.
Mt. Hood Community College	Miles Johnson
Nassau Community College	Michael Mastellone
Northampton Community College	Tony Moore
Northeast Texas Community College	Rebecca M. Robidas Gardner
Northwest Mississippi Community College	Angela Hopper, Ebone Dukes
Ogeechee Technical College	Michele F. Rugar
Piedmont Technical College	David Martin, Dedrick Gantt
Pittsburgh Institute of Mortuary Science	Barry Lease
Salt Lake Community College	David S. Hess
San Antonio College	Jose Luis Moreno
Southern Illinois University Carbondale	Anthony Fleege
St. Louis Community College	David Coughran, Joseph Pugel
St. Petersburg College	Kevin Davis
State University of New York – Canton	David R. Penepent
Tidewater Community College	Frank Walton, Kimberly Jones
University of Arkansas Community College at Hope	Brad Sheppard
University of Central Oklahoma	No representative.
University of District of Columbia Community College	Joanna Ellsberry, Bushra Ahmad Saeed, Elvin Ramos
University of Minnesota	Michael LuBrant
Vincennes University	No representative.
Wayne State University	Mark Evely

Worsham College of Mortuary Science	Karl Kann; Stephanie Kann, Leili McMurrough, Ben Schmidt
National Funeral Directors Association	Randall P. Anderson, Chuck Bowman, Randall Earl, Douglas ‘Dutch’ Nie
National Funeral Directors & Morticians Association	Frankie L. Washington, Elois Saucer, Carol T. Williams
Cremation Association of North America	Barbara Kemmis
Public Members	David Edds, Richard M. Flora (Public Member Elect)
ABFSE – JURA Support	Michael Landon

56 of 62 members present. A quorum was declared by Vice-President Grande.

Also in attendance:

Melton Jones, Team Chair  
 Robert C. Smith III, ABFSE Executive Director  
 Deb Tolboom, ABFSE Executive Assistant

President Ennis recognized the following guests present: Tyice Mills representing Columbus Technical College; Eric Frauwirth representing Northshore Community College and Ron Johnson representing Southwest Tennessee Community College.

President Ennis expressed appreciation to Service Corporation International for its sponsorship of the reception that was held on Wednesday evening April 11, 2019.

President Ennis recognized all the exhibitors that participated in the 5th Annual Exhibition/Trade Show and particularly those who were Bronze Sponsors. Those in attendance were asked to stand.

President Ennis asked that the 3 Member Association reports be given following the approval of the minutes.

MOTION (Hess); second (Bower) to adopt the Agenda with the revision that the three Member Association reports be given following the approval of the minutes.

VOTE: Passed unanimously.

MOTION (Hess); second (Dickerson) to approve the Minutes of the annual meeting in Anaheim, CA on April 13, 2018 was presented.

VOTE: Approved unanimously.

### **Member Association Reports**

#### **National Funeral Directors Association – Randall P. Anderson, NFDA Board of Directors Secretary**

NFDA values this opportunity to work with the ABFSE and enhance funeral service education. ABFSE member schools can purchase a school membership for \$420 and all licensed instructors automatically become NFDA members as well.

Free digital memberships are available for students at ABFSE schools. An instructor signature is required to accept student applications. For \$35, a student can have their membership upgraded to include mailed copies of *The Director*. NFDA currently has 700 student members.

### Arranger Training for Students

This program launched in 2017 and is a 4 hour digital version of the 8 hour professional training. To date, 19 student programs have been conducted at mortuary schools and 516 students have participated. The Funeral Service Foundation is fully underwriting the cost of bring Arranger Training for Students to 4 ABFSE accredited schools in 2019. The 4 schools selected by random drawing are:

- Arapahoe Community College
- Community College of Baltimore County
- East Mississippi Community College
- Milwaukee Area Technical College

There are 5 other schools that have scheduled Arranger Training for their students this year. The training costs \$80 per student and includes a comprehensive student workbook as well as a digital ‘toolbox’ of additional resources. Program Directors can contact the NFDA for a desk copy of the comprehensive Arranger Training student workbook. The book will also be available at the NFDA booth in the exhibit hall on Thursday 11, 2019.

### Arranger Training for Professionals

This program debuted in 2016 and to date, more than 700 professionals have completed NFDA’s Arranger Training, including funeral directors in London, New Zealand and Hong Kong.

### Cremation Certification Program

There are 1200 students that are certified to date since the program’s launch in 2014.

### Student Career Center on Site and the NFDA 2019 Convention

A ‘Student career Center’ booth will be at the 2019 convention and its focus will be to help students with their resume, cover letter and the interviewing process. The current plan is to offer 1 hour sessions during exhibit hours around the aforementioned topics.

### A Career in Funeral Service Video and Brochure

These materials are available for schools and funeral directors to use in presentations to high school students and students already enrolled in ABFSE schools.

### One Stop Shop for Scholarship Information

The careers section of NFDA’s website contains a variety of resources students can explore to learn about scholarships for funeral service education. The website provides a comprehensive list of scholarships available from funeral service organizations, state funeral director associations and ABFSE schools. Students can visit [www.nfda.org/careers/scholarships](http://www.nfda.org/careers/scholarships).

### First Ever E-book Version of The History of American Funeral Directing

The new 9<sup>th</sup> Edition was published as an e-book in April 2019 and is available on Amazon for the Kindle for \$55. The fully edited, updated and newly organized 9<sup>th</sup> edition in print was published in June 2018 and is available from the NFDA for \$70. All ABFSE schools received desk copies of the 9<sup>th</sup> edition in June 2018.

### The Director.edu

Introduced in 2017, this is NFDA’s quarterly e-newsletter that is emailed to ABFSE program directors. It is also sent to students with email addresses in NFDA’s data base. Print copies of this newsletter will be available at the NFDA booth during Thursday’s exhibit hall.

### Remembering a Life Website (rememberingalife.com)

This website for consumers was launched in 2017. It provides comprehensive resources to help consumers plan meaningful end-of-life tributes. Components include: honoring a life-value of memorialization; planning a service – funeral and memorialization service options; burial and cremation options; grief resources and support; youth and funerals; advance funeral planning and financial arrangements; and find an NFDA funeral home.

### Youth and Funerals Resources

The Funeral Service Foundation and NFDA have created a booklet for funeral directors to share

with families: *Youth and Funerals: Understanding the important role funerals and memorialization play in the lives of youth.* Topics include: discussing death and funerals; involving youth in memorialization; preparing youth for funeral attendance; and preparing youth for viewing. Copies will be available at the NFDA booth on Thursday.

‘Youth and Funerals’ will be presented by Bob Arrington at this conference.

#### Have the Talk Conversation Cards

These were created by NFDA for FAMIC’s ‘Have the Talk of a Lifetime’ campaign and are supported by the Funeral Service Foundation. The deck contains 50 conversation starter cards and the goal is to inspire people to have the talk of a lifetime, in a friendly, non-threatening environment. Special ‘expansion’ decks are available for kids and for celebrations. Cards are available via the NFDA website and 1 deck will be provided to each school that visits the NFDA booth on Thursday.

#### New NFDA Member Benefit: Work/Life Resource Program (EAP) Launched April 2017

This program is available to all NFDA members including student members and family members. It includes a hotline staffed by experts who can suggest resources and offer support. Free confidential assistance allows a person to speak with a licensed counselor during unlimited phone calls and up to 3 in-person sessions per year. Online referrals are available for: child/adult care, family services, financial planning, legal, education, and more.

#### NFD&MA – Frankie Washington, NFD & MA President

The House of Representatives meeting will be held in Atlanta, GA and the annual convention will be held in Mobile, AL in August, 2019. The ‘40 and Under’ meeting was held in Dallas, TX in February and Dallas Institute of Funeral Service hosted events including a tour of the Pierce Chemical plant.

The NBE Review class was held March 11 – 16, 2019 with 30 students (18 for Sciences and 12 for Arts) in attendance and some have already taken the NBE and passed both arts and Science. The NFD & MA has been working on a marketing campaign and marketing materials will be sent to all ABFSE programs.

The NFD & MA Disaster Team has been assisting those members affected by catastrophic events.

The National Headquarters debt should be retired within the next year.

The NFD & MA has been working with the curators of the Martin Luther King Civil Rights Museum and providing artifacts and input.

The Professional Practitioner Partner Program provides an opportunity for interns or those seeking employment to network with funeral home owners.

In October 2018, the inaugural General Managers Academy was held with 25 graduates.

Current topics of interest for NFD & MA include a focus on attrition and supplying members with information and resources.

#### CANA – Barbara Kemmis, CANA Executive Director

B. Kemmis expressed appreciation for the opportunity to be an association member of the ABFSE. She stated that their Executive Board meeting had been held during the conference so that board members could get a greater understanding of the work of the ABFSE.

#### ABFSE Program Membership

ABFSE accredited programs can join CANA and extend the benefits of membership to their faculty and students for a standard membership due rate of \$470. This new expansion includes the existing school members who gain new benefits of CANA membership. The CANA membership will provide to each program:

- 1 print copy of *The Cremationist* and other publications and access to digital archived issues on the CANA website.

- Students, faculty and staff receive access to CANA member benefits via [cremationassociation.org](http://cremationassociation.org).
- Students, faculty and staff receive the student rate for COCP of \$195 in person or online. Students, faculty and staff will also receive the member rate on any CANA Education Online courses.
  - ABFSE programs may negotiate with CANA to host a COCP at a lower rate.
  - ABFSE programs may negotiate with CANA to enroll groups in CANA Education Online at a lower rate.
- Faculty and student research can benefit from the most accurate collection of disposition data in the industry. Access will include archived data and reports. CANA can provide raw data to ABFSE programs on request for use by researchers.
- CANA membership provides opportunities to meet and talk with the best working in the industry. A professional network can be expanded with CANA's leadership community.

To date the total scholar members (students and faculty with digital access only) are 548, with 13 ABFSE programs as members.

#### Student Memberships

CANA offers student memberships for \$35/year for a maximum of 2 years. Students can be part of full-time and must be enrolled in a recognized program and can be held for a maximum of 2 years. Student members receive all the benefits of membership but are not listed in the CANA Membership roster or website, cannot vote on association business or hold an office in the associations, and are not permitted to use the CANA logo on business cards or any promotional material. There are currently 25 student members.

#### CANA Publications

*The Cremationist* is published quarterly and provides business-oriented information including timely articles, regular columns, and news from CANA Headquarters. This publication is sent to all CANA members (3300 copies) and digital copies to over 1300 more. University of Central Oklahoma professor Marty Ludlum contributed several articles in 2018 to provide practical advice on working with families and payment options.

*The Cremation Logs* blog is a publicly available resource for anyone in the profession to benefit from shared expertise, resources, and current trends. Cody Lopasky, Associate Dean of Academics at the Commonwealth Institute of Funeral Service, contributed a blogpost on cremation urns in September 2018 that quickly became the top 10 most read pieces among more than 15,000 readers.

#### CANA Leadership

Several CANA Board Members serve on school boards and facilitate information as business owner, employers, educators and cremationists. CANA leaders have been invited to speak at conventions and participate in school events.

CANA continues to promote the future of funeral service with the CANA/Jack Springer Scholarship. In 2018 CANA's Past Presidents Council moved to place the administration of the scholarship with the ABFSE to broaden the capacity to serve future leaders.

The National Museum of Funeral History, located on the Commonwealth Institute of Funeral Service campus, and CANA celebrated the opening of the newest permanent exhibit on the 'History of Cremation'. The culmination of more than 3 years of work and featuring artifacts from across the country, the exhibit works to provide visitors with the role of cremation in the profession's past, present, and future.

#### CANA Education

##### Online

In 2017, CANA launched the online version of the 'Crematory Operations Certification

Program' and it is approved by 14 of the 20 states that require certification. The course has been widely used by independent students and ABFSE schools across the country in the last 6 months. Two ABFSE programs have integrated the course into the requirements for their students and several other programs are taking steps to begin integration into their curriculum as well.

### **In-person**

CANA continues to hold its certification course on the campuses of ABFSE schools each year. In addition, students who do not have the opportunity on their campus attend in-person courses in their area or take advantage of the on-line program.

### **Faculty**

CANA has created a resource section in their learning management system specifically for faculty of ABFSE programs to supplement their cremation curriculum. Items available include video animations, articles and webinars.

### **2019 Hilgenfeld Curriculum Workshop**

B. Kemmis expressed appreciation for the opportunity to host the 2019 Hilgenfeld Curriculum Workshop. The CANA convention will be held July 31 – August 2 in Louisville, KY and curriculum workshop attendees are encouraged to come to the convention hotel a few days early to participate in the CANA convention. There will be a panel of ABFSE educators to present at the CANA convention with the Executive Director as moderator. The first embalming continuing education presentation will be given by Damon de la Cruz and Ben Schmidt.

### **Report from ABFSE President, Jzyk Ennis**

President Ennis thanked the attendees for the opportunity to serve as ABFSE President. He expressed appreciation to the Executive Director and Executive Assistant for their work in keeping the ABFSE moving forward. He commended the dedication and work of the ABFSE officers as well as the work of the Committee on Accreditation.

President Ennis thanked all of those attendance and reminded them that their work is important. 'You are the front line for the students and the profession, and what you do is noble and important.' He offered appreciation to Robert Mayer, the author of the first 5 editions of the embalming textbook. R. Mayer will be writing a 'forward' in the 6<sup>th</sup> edition of the embalming textbook.

The main focus of the Executive Committee is the strategic plan. Appreciation was expressed to J. Grande for her work in moving the strategic plan forward.

Two task forces are being appointed as follows:

- Review of committee structure with recommendations being sent to the Constitution and By-Laws committee.
- Research task force to look at the issues that are important to funeral service and funeral service education.

President Ennis asked all Past Presidents to stand and be acknowledged. He asked former and current members of the Committee on Accreditation to stand and be acknowledged.

President Ennis emphasized the importance of advocacy for education in funeral service. It is critical for the ABFSE to tell its story and emphasize the value and importance of education. The Executive Director and President Ennis will be speaking to the New Hampshire Funeral Directors Association in June 2019, to explain why education is important.

President Ennis encouraged the attendees to notify the ABFSE office or ABFSE officers about issues in your state regarding licensure.

Attendees were encouraged to get involved with the strategic plan and facilitate its movement forward.

## **Report from Robert C. Smith III, Executive Director**

R. Smith expressed appreciation to the ABFSE for having him as Executive Director and to the Executive Assistant for her contributions. He used a PowerPoint for his presentation that will be made available on the ABFSE website. He stated that the theme for his presentation is 'Change'. The ABFSE is facing change from accreditation and education expectations.

- ABFSE is recognized by the Department of Education (USDE) and the Council of Higher Education Accreditation (CHEA), Some of the changes are occurring due to requirements from the USDE and CHEA.
- The following terms were clarified: 'gatekeeper', 'JURA' and 'HEA' (Higher Education Act).
- HEA was written in 1965 and was last reapproved in 2012. They are currently in 'negotiated rulemaking' which brings relevant parties in education together to discuss changes that need to be made for regulation, not statute for education. There is a complete segment on accreditation and another on distance education. Negotiated rulemaking will result in new accreditation expectations.
- There are 57 accredited programs and 58 programs responded to the 2018 Annual Report. One program that closed at the end of the year submitted a report. All were submitted on time.
- Closed Programs: 2 programs in 2017 and 2 programs in 2018
- 1 program was approved for Initial Accreditation at this meeting and 2 programs submitted Candidacy applications. One more Candidacy application is anticipated by the end of this year.
- ABFSE is recognized by the USDE with the last renewal recognition February 7, 2018. This recognition is necessary in order for the 'gatekeeper' schools to receive federal financial aid. USDE expects accreditors to fill their regulatory roles and is now requiring that programs report the department that they are 'housed in' at the institution on the annual report.
- Scope of Recognition: ABFSE is recognized by USDE and CHEA as an accreditor for mortuary and funeral service education as well as distance education. This is why distance education requires a substantive change request with an additional report and visit.
- CHEA is a voluntary recognition and its renewal cycle was just reduced from 10 to 7 years. ABFSE's last renewal was 2012 and its second interim report was submitted by March 1, 2019 to be reviewed at the CHEA meeting in June 2019. CHEA requires a searchable database and the following changes were made to the ABFSE Directory for compliance:
  - include current accreditation status
  - last accreditation decision
  - like to program webpage with outcomes information (within 2 'clicks')

Transparency and accountability are key to CHEA recognition and there must be links from a program's webpage to the ABFSE Directory. The Executive Director regularly attends CHEA meetings and the COA Chair M. Evely, also attended the meeting in January 2019.

- Annual Report: Annual Report Summary data is available on the ABFSE website. This data is used by the public, media, students, schools, USDE, CHEA etc. The report requires 2 signatures to ensure that the program director and someone with administrative oversight have seen it. Inaccurate information is a concern and 33% of the 2018 reports submitted had errors.
- ABFSE New Enrollees/Graduates/Total Enrollment data since 2009 was presented. The



number of new enrollees is not increasing, but the number of graduates is steadily increasing. Graduate information for 2017 and 2018 shows that 64.8% are female. At least 20% of new enrollees have a bachelor degree. In addition, over 80% were employed in funeral service related employment while in school.

- 16 schools are offering non-accredited programs in 9 states and 5 are offering bachelor degree completion.
- Distance Education: 78% of programs offer distance education in some form and 24% offer their entire program as distance education. Programs offering 50% or more coursework via distance education should disclose NBE pass rates, graduation rates and job placement rates for distance education.
- Programs that want to offer distance education must submit a substantive change request as found in Appendix K. The request will be reviewed by the Committee on Accreditation and a focus visit will be required once the courses are populated with students according to Appendix E.
- NBE Exemptions: Appendix J allows for these requests, but a request does not guarantee automatic approval. The breakdown for 2018 exemption requests was presented and the majority were approved. The COA plans to add a policy that would allow for exemptions based on timely graduation. This is critical especially for part-time programs. Clarification regarding job placement and employment will also be added to Appendix J.
- NBE Pass Rates 2018 -2014: First Time Test Takers pass rates were presented in the Arts and Sciences for 2018 – 2014. The averages are from 74 – 78%, and the requirement from the ABFSE is a minimum of 60% for a 3 year average.
- Appendix K: Substantive changes are listed and the appropriate paperwork is provided in Appendix K. The most common substantive changes are for: distance education, change of program director and change of institutional leadership.
- JURA: This is the repository for the self study so no hard copies or USB's are required. Links provided in JURA are not acceptable because it is a repository and we cannot rely on links to be available for future access. Excerpts from manuals and webpages must be uploaded to provide evidence needed to support the standard. Thirteen programs have done their self study in JURA with 3 summer visits and 3 candidacy visits planned for 2019. JURA provides the kinds of responses and uploads expected and creates a more succinct self study. An Excel spreadsheet is available that provides all of the uploads that will be required in JURA as well as all of the questions required for JURA in a Word document format. Both of these have been provided for each program as it is preparing to use JURA. As information is uploaded into JURA, check marks appear that let you know what standards have received information.
- Strategic Plan 2018-2021: This was initiated in October 2017 and was presented to the ABFSE membership for approval in April 2018. Actions plans were refined in Spring 2019 and it is available on the ABFSE website. The Executive Director thanked the ABFSE officers for their persistence in moving the strategic plan forward.
- Meetings Attended: The Executive Director attended CANA (July 2018), NFD & MA (August 2018), ASPA (September 2018), NFDA (October 2018), CFAE (January 2019), CHEA (January 2019), ICFSEB (February 2019), IFDA Board (March 2019) and ASPA (April 2019). The ABFSE had a booth at the NFDA, CANA and NFD & MA conventions. A brochure was distributed that lists all the ABFSE accredited programs. He will be attending the following: Ohio FDA & New Hampshire FDA (Summer 2019), ASPA (Fall 2019) and doing 4 pre-Candidacy visits.
- ABFSE Textbook Survey: This will be sent out to the program directors in May 2019 with a link to the survey on the ABFSE website.

- JURA Update: JURA will be updated in Summer 2019 based on the revised standards being presented for approval. There will also be a revision made to Appendix C, the self study guidelines.
- Summer Curriculum Workshop: This will be held in conjunction with the CANA convention in Louisville, KY in August 2019.
- Faculty Database: At the request of the Executive Committee, this database is currently being populated. The intent of this project is to know who is teaching specific courses. Those educators can be communicated with regarding their subject, pertinent curriculum reviews as well as allowing them to connect with other faculty.
- ABFSE Website: The Executive Committee granted approval to revamp the ABFSE website to make it more conducive to various mobile devices as well as creating an educators section that is password protected.
- Annual Report Data: A multi-year comparison of annual report data will be initiated.
- ABFSE Directory: It will be updated and published by the end of June 2019 and updated again in December 2019.
- Graduation Rate and Job Placement Rate: A review of those programs with <60% graduation and job placement rates will be done with respect to the update of Appendix J.
- Assessment Plan Submission: Submission of an assessment plan with the annual report is voluntary, and those received will be reviewed by the COA.
- Future Meetings: October 24 – 26, 2019 in Chicago, IL for COA, Executive Committee and Scholarship Committee. The 2020 Annual Conference will be held in Dallas, TX April 14 – 18.

The Executive Director encouraged attendees to participate in the annual conference survey and the textbook survey. He ended his report with the following quote from Fleetwood Mac: ‘Don’t stop thinking about tomorrow. Yesterday’s gone, Yesterday’s gone.’

### **Report from the Past President – Karl Kann (Worsham College)**

Immediate Past President Kann expressed his appreciation to the officers of the American Board of Funeral Service Education. He stated that it is a privilege and honor to serve with them.

### **Financial Report Presented by David Martin, Secretary/Treasurer (Piedmont Technical College)**

The ABFSE is in good financial shape. The FY 2020 budget was approved by the Executive Committee and the following is of note:

- 57 member school will pay an annual accreditation renewal fee of \$7500 which will result in revenue of \$427, 500.00
- Exhibitors continue to be present at the April meeting which provides additional income.
- Funds have been added for the Strategic Plan in the amount of \$20,000.00.
- A salary increase has been provided for the Executive Director and staff.
- Staff travel expenses have increased slightly but are still not as high as in past years.
- Royalties are down slightly but will increase once the 6<sup>th</sup> edition of the embalming textbook is available.
- Bank accounts in 2016 totaled \$832,000 and as of March 2019 total \$1.2 million.

The Executive Director was commended for being vigilant in finding and recommending bank accounts that provide higher interest rates.

## **Committee Reports**

### **Scholarship Committee Report – Nhemya Ward (Ivy Tech Community College Northwest), Chair**

The Scholarship Committee met on April 11, 2018 to review 9 undergraduate scholarship The scholarship committee met on April 10, 2019 to review 9 undergraduate applications.

Five scholarships were awarded as follows:

- Samantha Bone: Wayne State University; ASD \$2500
- Adam Griesler: Cincinnati College of Mortuary Science; NFDA \$2500
- Janese Gray: Community College of Baltimore County; NFD & MA \$1500
- Laura Ward: Des Moines Area Community College; Bass-Mollett \$1500
- Madison Yantzie: Des Moines Area Community College; The Champion Company \$1500

A total of \$33,800 was available in scholarship funds prior to the April 2019 meeting. A total of \$9500 was awarded, leaving \$24,300 for consideration in October 2019.

### **Curriculum Study Committee Report – Wayne Cavender (Dallas Institute of Funeral Service), Chair**

The committee met on April 10, 2019 with 9 committee members present and 8 guests.

Discussion regarding terminology used in the embalming curriculum outline led to agreement that ‘arterial solution distribution’ and ‘arterial solution diffusion’ will be used. The basic terms ‘distribution’ and ‘diffusion’ will stay with their more general definitions in the chemistry outline.

Notices of Motion for the Small Business Management, Funeral Service Psychology and Counseling and Funeral Service Law were distributed for review.

The Curriculum Outline Review Schedule was distributed and approved.

Participants in the curriculum review workshop will be encouraged to focus more on the course objectives for each outline in an effort to make sure they are being met by the outline and are measurable.

The 2019 Hilgenfeld Curriculum Workshop will be held in conjunction with the CANA convention, August 2-3, 2019 in Louisville Kentucky. Mid-America College of Funeral Service may provide meeting rooms since it is located near the convention hotel.

The following participants for the curriculum workshop were selected:

**Microbiology:** Damon de la Cruz (Chair), Anthony DiCanio, Shawna Rodabaugh, Wayne Cavender

**Restorative Art** (will be split into 2 groups): Cody Lopasky (Chair), Keith Johnson, Benjamin Schmidt; David Hess (Chair), Jacob Smith, Dominick Astorino

**Funeral Service Management** (may also be split): Jolene Grande (Chair), Tanya Scotece, Mary Rutan, David Penepent, Kevin Patterson, Brian Mullins

**Cremation:** Mark Evely (Chair), John Vinnedge, Leili McMurrough

Wayne Cavender will remain as Chair for one more year and Cody Lopasky will become Vice-Chair

### **Committee on Accreditation – Mark Evely (Wayne State University) – Chair**

M. Evely read the names of the committee members and thanked them for their dedication.

The committee met on April 9 - 10, 2019 and the following actions were taken:

- Reviewed ABFSE compliance with USDE and CHEA standards.
- Reviewed 9 substantive change applications related to program leadership, institution leadership and faculty changes.

- Reviewed the ABFSE proposed Strategic Plan.
- Conducted a final review of the Notice of Motion for Review of Standards and discussed the timeframe for implementation.
- Reviewed the audit of the ABFSE and approved the 2019 – 2020 COA Budget.
- Issued ‘warnings’ to 12 programs for single-year NBE pass rates.
- Placed 2 programs on ‘Show Cause’ for 2<sup>nd</sup> consecutive 3-year average NBE pass rates.
- Withdrew accreditation from 1 program for 3<sup>rd</sup> consecutive 3-year average NBE pass rates.
- Approved substantive change applications for distance education.
- Reviewed responses to stipulations from 6 programs.
- Granted 7 years of accreditation for 4 programs.
- Granted candidacy for 3 programs.
- Granted initial accreditation for 1 program.
- Removed 1 program from ‘Probation’.
- Removed 1 program from ‘Show Cause’.

**National Board Exam Liaison Committee – David Hess (Salt Lake Community College) – Chair**

The meeting was held on April 10, 2019 with 6 members and 2 proxies of the 8 members participating. Mitch Rose served as proxy for Barbara Kemmis and Dr. Hari Close II serving as proxy for Dr. Carol Williams. Three representatives of the ICFSEB attended as well as 7 guests representing ABFSE programs.

Old business discussion pertained to participation and presentation opportunities with state and/or local practitioner groups regarding the relationship between the ICFSEB, educators and practitioners. The ICFSEB representatives indicated that they were working with the ABFSE to present in future practitioner conferences/workshops in Ohio and New Hampshire.

The meeting was opened to the ICFSEB representatives and the following items were discussed:

- There will be 3 new Pearson Vue testing sites opened in Lakeland, FL; Raleigh, NC and Dallas, TX. Several testing sites will be closed and relocated in many states.
- There have been complaints from NBE candidates that schools are holding back graduation certification and/or release of transcripts for 1 year.
- ICFSEB is working in conjunction with the ABFSE regarding the textbook survey that will be disseminated later this year. The representatives encouraged educators to respond to the survey. A member asked if questions were purged from the test bank if a new book is utilized for questions. The answer was yes, the exam committee will review questions to see if they are referenced to a specific textbook and retire them if the textbook is no longer being used.
- An update was provided on the new online NBE Candidate Handbook and emphasis was placed on educators communicating the need for candidates to read the handbook and focus on the important policies and procedures.
- New NBE prep courses are emerging across the country. The ICFSEB investigates to make sure that actual questions from the NBE are not being taught. Educators were encouraged to make the ICFSEB aware of new NBE review courses.

- A member asked if program directors could obtain access to retired questions. This resulted in a lengthy discussion of how the ICFSEB could help programs help students prepare for the exam. Programs cannot have access to retired questions, but they can work with the ABFSE by providing which concept areas seem to be difficult for students.

New business opened with discussion regarding more collaboration between educators, the ICFSEB and associations defining a scope of practice, and question whether these types of exams assess the skills needed for the profession. A request was made to have the NBE weighted less when reviewing programs, but this is an issue that has been discussed by the COA. A member asked to extend the reporting time to release student names from 5 days. The ICFSEB representatives said that request would be considered but there are parameters that would need to be worked out.

Matt Buel will become Chair and Tim Krause will be Chair – Elect. Member terms were reviewed, and everyone will return as a member of the committee.

### **College and University Council – Cody Lopasky (Commonwealth Institute) – Secretary**

The College and University Council met on April 12, 2019 prior to the annual meeting. There were 47 member programs in attendance and the ABFSE committees gave their report. An election was held for the position of secretary and Cody Lopasky of Commonwealth Institute was elected.

Three names will be submitted to the Committee on Accreditation for the private educator seat.

### **Program Committee – David Coughran (St. Louis Community College)**

The committee met on April 10, 2019. The schedule used for the April 2019 annual conference will be used in the future pending the results of the survey that will go out following this conference. The schedule for future annual conferences is as follows:

Atlanta 2021

Memphis 2022

Chicago 2023

Baltimore or District of Columbia for 2024

Possible guest speakers being considered are Lacey Robinson (NFDA) and Glenda Stansbury (Celebrant Training).

Possible topics being considered are ‘Addressing Student Enrollment and Recruitment’ and a discussion panel with students.

### **Constitution & By-Laws Committee – Leili McMurrough (Worsham College) – Chair**

L. McMurrough noted the Notice of Motion regarding revisions to the Constitution and By-Laws in an effort to clean up the language, ensure consistency and maintain alignment with actual ABFSE practices. Several virtual meetings were held within the last year in an effort to review drafts and the result is the 9 page document that was emailed to the members along with the Notice of Motion prior to this meeting.

### **Accreditation Liaison Committee – Steve Spann (John A. Gupton College)**

The committee held a conference call on April 4, 2019 to address questions that had been submitted for consideration from the membership.

The committee met with the COA on April 10, 2019 and presented four concerns that had been received. V. Riley-Smith (Chair) will email the concerns presented and the COA response to the membership after this meeting. Attendees were encouraged to review the ABFSE Policy and Accreditation Manual as well as Appendix C if program directors are preparing for re-accreditation. Sample assessment plans can be obtained by calling the ABFSE office.

MOTION: (Finocchiaro); second (Bower) to accept the committee reports.

VOTE: Passed unanimously.

### **Unfinished Business – Jzyk Ennis – ABFSE President**

President Ennis noted that there was no unfinished business.

### **New Business – Jzyk Ennis – ABFSE President**

Notices of Motion and Curriculum Outlines were distributed via email 30 days prior to the Annual Meeting. Copies were available for discussion at the College and University Council meeting on April 12, 2019.

#### ***Review of Standards:***

M. Evely (Committee on Accreditation Chair) read the Notice of Motion as submitted by the Committee on Accreditation regarding the review of accreditation standards.

MOTION: (Evely); second (Finocchiaro) to propose that the 2019 version of the ABFSE Accreditation Standards, designated as Exhibit A, replace the current standards in Chapter IX of the ABFSE Accreditation and Policy Manual.

VOTE: Passed unanimously.

#### ***Constitution & By-Laws:***

L. McMurrrough read the Notice of Motion as submitted by the Constitution & By-Laws Committee to utilize language consistent with USDE and CHEA expectations as well as actual practice. The revised Constitution & By-Laws can be implemented immediately upon approval.

MOTION: (McMurrrough); second (Lease) to approve revisions to the ABFSE Constitution and By-Laws to assure that written language and current practices are consistent.

VOTE: Passed unanimously.

#### ***Approval of Curriculum Outlines:***

W. Cavender (Curriculum Committee Chair) read the Notices of Motion as submitted by the Curriculum Study Committee regarding the revisions to the Funeral Service Law Outline and Glossary, Small Business Management (with Accounting) Outline and Glossary and the Funeral Service Psychology and Counseling Outline and Glossary.

On August 2-4, 2018, the Hilgenfeld Family Curriculum Review Workshop in Kissimmee, Florida. During the workshop three Curriculum Outlines were reviewed. The outlines were distributed for comment to all accredited college and university programs and organizational members for comment and reviewed by the Curriculum Study Committee. The final version of these Outlines is now ready for consideration and approval by the ABFSE for use in the classroom.

The Outlines are presented in draft form with the changes shown in **bold** and ~~strikethrough~~ as well as a *clean* copy to allow reading without the mark-up work.

If the draft outlines are approved at the annual meeting on Friday, April 12, 2019 in Miami Florida, final technical review will be completed and the Outlines will be distributed to all academic programs as soon as possible for fall 2019 classroom use.

MOTION: (Cavender); second (Finocchiaro) to accept the Funeral Service Law Outline and Glossary, with the revisions as shown, and any subsequent technical corrections be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

MOTION: (Cavender); second (Hopper) to accept the Small Business Management (with Accounting) Outline and Glossary, with the revisions as shown and any subsequent technical corrections, be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

MOTION: (Cavender); second (Buel) to accept the Funeral Service Psychology and Counseling Outline and Glossary, with the revisions as shown and any subsequent technical corrections, be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

**Closing Comments – Jzyk Ennis – ABFSE President**

President Ennis reminded the members that there would be a roundtable discussion following adjournment that would address ‘What is the state of funeral service education? What is happening in your state?’ Attendees were also encouraged to attend the complimentary hotel reception to be held poolside at 5:00 p.m.

MOTION: (Finocchiaro); second (Bower) to adjourn.

*Meeting adjourned at 3:35 p.m.*

*Next Meeting  
April 17, 2020  
DoubleTree by Hilton Dallas – Campbell Centre  
Dallas, TX*