

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION
59th ANNUAL MEETING

MINUTES

Friday, April 23, 2021
ZOOM Meeting 11:00 AM (ET)

*****These minutes will be presented for approval at the 60th Annual Meeting in Dallas, TX*****

Meeting was called to order at 11:01 am by President Jzyk Ennis.

President Ennis welcomed everyone to the meeting and expressed appreciation for holding the meeting this year, despite having to be held virtually. He thanked the attendees for all that they have done and continue to do for the students and the work of the ABFSE.

Invocation and Prayer of Remembrance was given by James Shoemake. The following were remembered in prayer: John Paul Anderson; John I. Brown; Elissa DeBenedictis; Janice L. Earl; Marguerite Theresa Gomes; Felix B. Gonzales; Marianna Hilton; Kipp Lease; Sandy Mascarello and Jacqueline S. Taylor.

President Ennis appointed Leili McMurrough (Worsham College) parliamentarian.

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

Institution	Representative(s)
American Academy McAllister Institute	Tracy Lentz, Donald Cymbor, Dorothy Hutchins, Ed Mevec, Trisha Nash
American River College	Valerie Rose, Nathan Skelton
Arapahoe Community College	Robert Dean, Darius Navran
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	Jack Lechner, Mark Ivey
Columbus Technical College	Tyice Mills
Commonwealth Institute of Funeral Service	Cody Lopasky
Community College of Baltimore College	Brian Burke
Cypress College	Damon de la Cruz, Lori Collins, Jolena Grande, Yvonne Lu
Dallas Institute of Funeral Service	Wayne Cavender
Delgado Community College	Constance Barrowe
Des Moines Area Community College	Kevin Patterson, Travis Carrico
East Mississippi Community College	Kevin Hurt
Eastwick College	Rosemarie Reilly
Fayetteville Technical Community College	Ronald 'Lynn timer' Montgomery, Shawna Rodabaugh
Fine Mortuary College	Kevin Koch, Melissa Cyfers
Florida State College – Jacksonville	Howard Beckham

Goodwin University	Jesse Gomes, Amanda Portelance
Gupton-Jones College of Funeral Service	Hope Iglehart, Adeochun Hamilton, Mark Palumbo
Hudson Valley Community College	Lori Q. Purcell, Larry Cleveland
Ivy Tech Community College Central Indiana	No representative.
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	Rick Sprick
Lake Washington Institute of Technology	Lisa D. Meehan, Jennie Fredricksen
Malcolm X College	Karen Scott
Mercer County Community College	Michael Daley
Miami Dade Collage	Joseph Finocchiaro, Renuka Durgasingh, Tanya Scotese
Mid-America College of Funeral Service	Mitch Mitchell, Melissa Traino
Milwaukee Area Technical College	Gabriel Schauf
Mt. Hood Community College	Doug Ferrin
Nassau Community College	Michael Mastellone
Northampton Community College	Tony Moore
Northeast Texas Community College	Rebecca M. Robidas Gardner
Northwest Mississippi Community College	Ebone Dukes, Dan Moore
Ogeechee Technical College	Michele F. Rugar, Jack Norvell
Piedmont Technical College	David Martin, Dedrick Gantt
Pittsburgh Institute of Mortuary Science	Barry Lease
Salt Lake Community College	David S. Hess, Jeff Zeally
San Antonio College	Darrell Woody, Jose Luis Moreno
Southern Illinois University Carbondale	Anthony Fleege
St. Louis Community College	David Coughran, Joseph Pugel
St. Petersburg College	Kevin Davis, Gary Brown, Mary Rutan
State University of New York – Canton	David R. Penepent
Tidewater Community College	Frank Walton
University of Arkansas Community College at Hope	Brad Sheppard, Karen Davis
University of Central Oklahoma	John Fritch
University of District of Columbia Community College	John Kirskey, Donna Austin, Duane Calloway, Angel King, Bushra Ahmad Saeed
University of Minnesota	Michael LuBrant
Vincennes University	Geoffrey Hodgson
Wayne State University	Mark Evely, Lauren Budrow
Worsham College of Mortuary Science	Leili McMurrough, Karl Kann, Ben Schmidt
North Shore Community College <i>In Candidacy</i>	Sarah Stopyra
Southwest Tennessee CC <i>In Candidacy</i>	Ron Johnson
Arkansas State University – Mountain Home <i>Pursuing Candidacy</i>	Matt Buel

Cremation Association of North America	Barbara Kemmis
National Funeral Directors Association	Randall P. Anderson, Christine Pepper, Randall Earl, Carmella Hansen, Joseph Tomon
National Funeral Directors & Morticians Association	Hari P. Close, Elois Saucer
ABFSE Staff	Deb Tolboom, Mike Landon, James Shoemake
ABFSE Team Chair	Melton Jones
ICFSEB	Dalene Paull, Allie Sparkman
Wilbert/Pierce Schools	Jill Karn, Tyler Wright

54 of 55 members present. A quorum was declared by Vice-President Grande.

President Ennis stated that the agenda had been emailed to the members prior to the meeting.

MOTION: (Penepent); second (Hess) to adopt the Agenda as presented.

VOTE: Passed unanimously.

President Ennis stated that the minutes from the previous annual meeting held in Miami, Florida had been emailed to the members prior to the meeting.

MOTION: (Finocchiaro); second (Lopasky) to approve the Minutes of the annual meeting in Miami, FL on April 12, 2019 as presented.

VOTE: Approved unanimously.

Report from ABFSE President, Jzyk Ennis

President Ennis expressed appreciation to the attendees for the opportunity to have served as ABFSE President. He stated that the focus over the last year has been on accreditation issues due to the challenges of continuing the work of the ABFSE while dealing with the transition of programs to distance education as a result of the pandemic. As a result, the work on the strategic plan over the last year had to be suspended to focus on pandemic issues.

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 staff, the Committee on Accreditation and the ABFSE Officers in the past year.

MOTION: (Cavender); second (Coughran) to accept the President’s report.

VOTE: Passed unanimously.

Report from Robert C. Smith III, Executive Director

R. Smith stated that in the past year there has been significantly more communication from the ABFSE office than in the past as evidenced by the Town Hall meetings etc. He ‘shared his screen’ in the ZOOM session and shared a PowerPoint with the attendees. The theme for his presentation was ‘Coping’ because ‘we are all coping with things that we have not had to cope with before’ this past year.

- 2020 Annual Report Update: 56 schools completed the 2020 Annual Report and 53 schools are currently accredited with the addition of 2 schools that received Initial Accreditation at the April 2021 COA meeting, the total is now 55. Two programs closed in 2020 and 2 programs closed in 2019. Two programs are in Candidacy and it is anticipated that 2-4 more programs may seek approval for Candidacy in the next 12

months.

- Scope of Recognition from the US Department of Education (USDE): ABFSE is recognized by the USDE to accredit institutions and programs offering funeral service/mortuary science education at the associate and bachelor degree level. This scope includes offerings via Distance Education. This is why those programs looking to add distance education must be approved.
- USDE Update: ABFSE must renew its USDE recognition every 5 years, similar to the accreditation process required by ABFSE programs. ABFSE petition for renewal was reviewed and approved by the USDE staff in January 2021 and by National Advisory Council for Institutional Quality and Integrity (NACIQI) on March 3, 2021. ABFSE is anticipating an approval letter from the Secretary of Education in the next 60 days. When it is received, the membership will be notified.
- To Maintain Recognition, Accreditors Must:
 - Demonstrate they have appropriate standards that ensure academic quality as recommended by USDE.
 - Demonstrate that they enforce their own standards.
 - ABFSE standards and policies are linked to USDE and Council of Higher Education Accreditation (CHEA) requirements.
 - ABFSE undergoes a comprehensive review known as Recognition Review.
- ABFSE as ‘Gatekeeper’: this role means that students enrolled in accredited institutions are eligible for federal financial aid. This is crucial for single-purpose institutions. USDE and CHEA expects that accreditors will have both the financial and human resource capacity to follow through with the work of accreditation. They also require that the COA in making their decisions is ‘separate and independent’ from any parent organization.
- CHEA Recognition: Scope of recognition is similar to USDE and CHEA recognition is voluntary. Recognition renewal period is every 7 years and ABFSE is currently seeking renewal with the application to be completed by December 2022. A CHEA representative will observe the October 2021 meeting of the COA.
- CHEA Expectations: Transparency and accountability are the foundation for CHEA recognition. This means that a searchable database of accredited programs must be available and this is provided by the Directory on the ABFSE website. The following must be included in program information:
 - current accreditation status
 - last accreditation decision
 - link to program webpage where program outcomes information is available that is no more than ‘2 clicks’ from the landing page
 - accreditation statement
- USDE and CHEA Expectations: Accreditors must emphasize academic quality and quality enhancement. In 2021 the emphasis is on: diversity, equity and inclusion.
- ABFSE Annual Report: Three ZOOM session were held to discuss how to complete the annual report. Accuracy is important because the summary data is used for comparison by students, the public, media, schools, USDE, CHEA etc. The 2020 Annual Report submissions contained errors and 3 schools had to go back and fix errors that were identified. This means that the summary data cannot be collected and reviewed until all of the reports have submitted their data. Programs may receive follow-up questions from the ABFSE office in the summer regarding some of their annual report responses.
- 2021 Annual Report: A new format is expected that will combine cohort tracking with the annual report and will track new enrollees to graduation. The data will ‘auto-populate’ and will provide an options to provide a summary of schools responses as well

as make updates throughout the year.

- Select Excerpts: Excerpts from the annual report summary data (2020, 2019, 2018, 2017) was presented for 'New Enrollees', 'Graduates', 'Attrition', and 'Total Enrollment'. Summary data for the 2020 Annual Report will be posted on the ABFSE website 'For Educators' page. The excerpts showed that the number of graduates is 'up', total enrollment is 'up' and the number of new enrollees is 'up'. 2020 and 2018 data was compared with respect to gender, ethnicity, age of student, education of student, employment while in school, family members in funeral service and distance education graduates. Results showed that funeral service is not a 'family dominated' profession, a significant increase in graduates from approved distance education programs, 2020 graduates were younger and an increasing number of students are working while going to school.
- Additional Program Information: 17 programs offer non-accredited programs in 9 states (238 new enrollees, 215 graduates) and 6 offer degree completion programs (23 new enrollees, 9 graduates).
- Distance Education: 79% (44/56) of ABFSE programs offer some distance education and 29% offer the full program via distance education. 36% had graduates that took 50% or more of their program via distance education and 39.8% took their coursework in an ABFSE recognized distance education program. 22% of programs do not offer distance education.
- Reporting Outcomes: COA is reviewing the policy for reporting of NBE pass rates, graduation rates and job placement rates for distance education students. The USDE will require that this information be shared with the public.
- Frequently Asked Question:
 - How long will the remote learning accommodations continue?
 - USDE has stated the length of the pandemic + 180 days
 - USDE and CHEA still expect accreditors to enforce their standards.
 - Pandemic impacted NBE results for multiple reasons. How will that impact the evaluation of NBE pass rates?
 - COA determined that 2020 NBE pass rates would not be used for accreditation decisions in 2021.
 - COA will discuss use of the 2021 NBE pass rates at their meeting in October, 2021.
- NBE Results: ABFSE Directory will use a revised format for reporting NBE results in June, 2021. The 3-year average will not appear. Instead, 3 single years will be reported along with the national average. The 'sample' report will be sent to the program directors in May, 2021.
- NBE Exemption Requests (Appendix J): Requests are due March 1 each year and in 2020 there were 195 total requests compared to 145 in 2019 and 121 in 2018. Most of the requests are approved, but some are denied due to graduation date and date of test or that the student passed the NBE.
- Substantive Changes (Appendix K): 3 most common categories are:
 - new program including method of delivery (includes distance education)
 - faculty/staff changes: program director, 60% of staff
 - change in institutional leadership: President/CEO
- WEAVE: New online platform for self-study submission that replaced JURA. Currently 23 schools are using WEAVE in some fashion. Six schools have submitted their self-study via WEAVE, 13 schools are in some form of preparation and 4 schools have registered but have not yet provided any input. WEAVE seminars will be offered this

summer and Mike Landon will continue to be a liaison for those schools that are working in WEAVE.

- WEAVE Questions: Designed to guide responses to each standard. Evidence is attached and Mike Landon is available to assist.
- Virtual Site Visits: Approved by USDE during the pandemic. In-person follow-up must occur. Six virtual site visits were reviewed by the COA in April 2021 and 6 virtual site visits are planned for May-August,2021. Status of fall site visits is yet to be determined.
- Coming Events:
 - ABFSE Curriculum Review: July 29 – 30,2021
 - Professional Development and Town Hall Meetings during summer/fall months
 - ICFSEB Textbook Survey
 - ABFSE/COA Release Time Survey
 - ABFSE Standing Committees need applicants,
 - ICFSEB Item Writing Workshop
 - Annual Report Summary Data will be available on the website in addition to multiple years.
 - Directory Update will be completed in June,2021
 - ‘For Educators’ page on the website is updated frequently. Any suggestions for additions to the ‘For Educators’ page should be sent to the ABFSE office.
 - October,2021 Meetings in Nashville, TN:
 - COA: October 14 – 15,2021
 - Executive Committee: October 16,2021
 - 2022 Annual Conference:
 - April 3-9,2022 in Dallas, TX

Executive Director expressed appreciation for the work that Deb Tolboom has done for the ABFSE office and wished her well in her retirement. Trudy Ellmore will be taking on the role of administrative assistant and Mike Landon will be taking on an expanded role in addressing tasks for the ABFSE.

MOTION: (Hess); second (McMurrough) to accept the Executive Directors report.

VOTE: Passed unanimously

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

Immediate Past President Kann stated that it has been a privilege and honor to serve the American Board of Funeral Service Education.

MOTION (Penepent); second (Beckham) to accept the Past-President’s report.

VOTE: Passed unanimously

President Ennis expressed appreciated to K. Kann for his leadership and hoped that he will continue to be involved.

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

Members were reminded that the financial reports had been emailed to them prior to the meeting. D. Martin stated that the budget has consistently kept up with the demands of the ABFSE. This past year impacted the budget as most of travel and meeting expenses were not used. The net operating revenue trended up due to reduced expenses related to travel and meetings. Bank accounts are expected to perform similar to the last fiscal year.

Executive Director stated that the financial reports had been sent to the program directors for

their review. He emphasized that USDE and CHEA look at the financial capacity and staffing capacity of the accreditor. NACIQI in their report challenged the ability to accredit 56 programs with a staff of 2 people. Mike Landon will take on an expanded roll to assist in the work of the ABFSE and his compensation has been included in the operating budget for the coming year.

MOTION: (Moore); second (Krause) to accept the financial report which includes the operating budget for the upcoming fiscal year.

VOTE: Passed unanimously.

Committee Reports

Scholarship Committee Report – Jose Moreno (San Antonio College), Chair

- Scholarship committee met via ZOOM on April 14, 2021 to complete the final evaluation of the scholarship applications submitted by the March 1, 2021 deadline. There were 27 applications received and only 10 undergraduate applications were complete. The committee awarded 5 scholarships as follows:
 - NFDA \$2500 to a Pittsburgh Institute of Mortuary Science student
 - Dodge \$1800 and Church & Chapel Arts \$200 to a Worsham College student
 - ABFSE \$1000 and The Champion Company \$1000 to a Mercer County CC student
 - Fundafamily.com \$1500 and Bourgraf Family Foundation \$500 to a Pittsburgh Institute of Mortuary Science student
 - The Smart Director \$1500 and ABFSE \$500 to a Northwest Mississippi CC student
- Beginning scholarship funds available was \$24,400 of which the Scholarship Committee awarded \$10,500.
- Scholarship committee sent a letter to the ABFSE Constitution and By-Laws Committee on March 10, 2021 suggesting changes that we would consider necessary for the current ABFSE Scholarship Application process. These changes will make the scholarship accessible to a diverse group of students enrolled in accredited programs and unable to apply for the ABFSE scholarship because they are not citizens of the United States. This group of students includes U.S. Permanent Residents, International Students (F1-Visa holder), and students in the Deferred Action on Childhood Arrivals (DACA) program. The recommendation was approved by the Executive Committee and the changes will be applied to the scholarship requirements on the ABFSE website. He asked the program directors to encourage their students to apply for scholarships.

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

- Curriculum Committee met via ZOOM on April 15, 2021, with 10 members present at the meeting.
- The Notices of Motion that will be voted on at the Annual Meeting were presented.
- Curriculum outline review schedule was distributed prior to the meeting and approved. Outlines have been redistributed so that each year would have only 3-4 outlines to be reviewed.
- Curriculum workshop participants need to spend more time on the course objectives for each outline to make sure that objectives are met by the outline.

- Hilgenfeld Curriculum Review Workshop will be held July 29 and 30, 2021 via ZOOM. An official announcement will go out from the ABFSE office asking for resumes/CVs to be sent in from those who would like to participate.
- The following committee members will serve as chairs for the workshop committees:
 - Embalming: Cody Lopasky will serve as Chair.
 - Gary Brown and Joe Finocchiaro will serve as members.
 - Funeral Directing: Lisa Meehan will serve as Chair.
 - Professional or Business Communications: Barbara Kemmis will serve as Chair
 - Technology assistance will be provided by Shantelle Holts
- It was decided that the Fall Curriculum Committee meeting will meet permanently in virtual format due to the major increase in attendance.
- The need for an editor for outlines was discussed and that references should consistently be presented in APA style.
- There was discussion regarding merging the Chemistry outline into the Embalming outline.
- The committee was reminded by a member that in the past this meeting was an ‘open’ meeting and that they should get back to allowing that to happen.
- Cody Lopasky will be the new Chair and Lisa Meehan will serve as the Vice-Chair.

W. Cavender reminded the members that the Curriculum Committee is an ‘open’ meeting and that all are welcome to participate. In the future, emails will go out to the membership regarding upcoming Curriculum Committee meetings.

A 5 minute recess was taken.

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

- COA reviewed program leadership substantive change applications for 3 programs and institutional leadership changes for 5 programs.
- Executive Director provided an update regarding virtual site visits conducted, scheduled and the need for follow-up in-person visits once restrictions are lifted.
- Executive Director summarized the COA review by NACIQI. COA was recognized for five years (maximum period) with no compliance monitoring. NACIQI expressed concerns regarding:
 - Capacity to carry out accreditation functions (the number of staff versus the number of programs ABFSE accredits)
 - 60% threshold standard for NBE pass rate
- Amendment to NBE pass rate, graduation and employment rate standards. The COA will consider amending these student outcome standards at the June, 2021 COA meeting. Sample data will be gathered on how NBE pass rate would be affected by shortening the timeframe for Appendix J Exemptions.
- Follow-up reports were reviewed for 5 programs responding to stipulations.
- NBE single year and 3-year averages below 60% were reviewed. 18 programs had single year (2020) averages below 60%. 10 programs had 3-year averages below 60%. COA will take no adverse accreditation action for below-standard scores in 2020. Programs will be required to publish on websites (and ABFSE directory) single year NBE averages displayed next to the national average pass rates.

- A meeting will be scheduled with bachelor degree programs to offer comment on proposed bachelor degree standards with COA to vote on proposed standards in October 2021.
- Proposed accreditation decision guidelines were shared with the COA and will be discussed and voted on in the June 2021 COA meeting.
- Executive Director presented the ABFSE financial report.
- COA voted to hold the October 2021 meeting in-person in Nashville.
- A letter from ICFSEB was reviewed. The letter expressed concerns about accredited programs failing to certify students for the NBE and/or failing to release transcripts for students who have completed all program requirements. The issue will be discussed in the COA Chair report in the ABFSE annual meeting and in an ABFSE town hall meeting.
- COA reviewed two questions from the COA Liaison Committee and will provide responses.
- The following accreditation actions were taken:
 - 2 programs were placed on Probation
 - 1 program was granted Candidacy
 - 3 programs were granted Initial Accreditation (3 years)
- Executive Director evaluation was conducted and the SESCO Management Executive Director Compensation Plan was adopted with amendments. A salary adjustment was authorized.
- COA approved and directed the Executive Director to engage outside counsel to examine the organization structure of the ABFSE/COA.

National Board Exam Liaison Committee – Tim Krause (Carl Sandburg College) – Chair

- ZOOM meeting was held March 23,2021
- Discussion with ICFSEB representatives included:
 - Invitation to access Exam Blueprint on the ICFSEB website was sent but not received by many. ICFSEB will be asked to resend the email.
 - ICFSEB letter sent regarding the withholding of students to take the NBE was discussed. The committee agreed that this issue is worth further investigation.
 - Textbook survey update regarding the progress and estimated completion date will be followed up with R. Smith and J. Grande.
 - ICFSEB is hosting an item writing workshop in June,2021. It will be important to have the textbook survey completed prior to the workshop.
 - Discussion of members concerns regarding a simple Pass/Fail notification from the ICFSEB for each graduate.
- New Business: thanks was extended to the committee members who will be leaving, including D. Hess for his leadership and many contributions.
 - Delays in scheduling tests was discussed including difficulty for students to schedule the Arts and Sciences exams on the same day. Pearson-Vue is offering more exams without additional locations and this is a concern.
 - Delays in scheduling the PNBE are also occurring.

College and University Council – John Fritch (University of Central Oklahoma) – Chair

- Met March 24, 2021 via ZOOM with 39 programs present at roll call. It was a lengthy meeting and extremely productive. Newly elected office positions are: Cody Lopasky, Chair and Lauren Budrow, Secretary.
- The 8 curriculum outlines to be presented and voted on at the Annual Meeting were reviewed.
- Nominations were put forward for the 3 open positions on the COA: CUC member, private educator and public educator.
- A nomination for the ABFSE Secretary/Treasurer was put forward.
- Discussion involving COA applicants applying directly to the COA except for the CUC representative occurred but no motion was put forward.
- Two proposed additions to the accreditation standards were presented and discussed:
 - 2 full-time faculty members required for each program: productive discussion
 - New program directors required to have 100% release time or maximum allowed by collective bargaining in their first semester or first 2 quarters: productive discussion
- Timing of the annual meeting was discussed and decided that a morning meeting would be preferred and would eliminate a day a travel for members.
- Methods used for reporting of NBE pass rates was presented by M. Evely and discussed.
- Lowering the NBE exemption threshold from one year was discussed and may assist with the issue presented in the ICFSEB letter of programs withholding graduates from registering for the NBE.
- No motions resulted from the discussion of the NBE, but the COA will review the comments that were made.
- Curriculum Review Workshop schedule was presented and discussed.
- The new welcome packet from ICFSEB was discussed as well as the availability of the task analysis upon request.

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

- Program committee met on April 2, 2021 to look at changes to be made for the annual meeting. It was suggested that standing committee meetings could be held virtually prior to the annual meeting.
- College and University Council mentioned that travel is an issue for attendees and many want to leave the annual conference on Friday afternoon. The annual meeting might be held on Friday morning to allow for this.
- Virtual standing committee meetings would allow people to come in on Wednesday instead of Tuesday.
- Professional development will continue to be offered at various times throughout the year and also at the annual conference. The committee will be reaching out to the membership for suggestions for professional development.
- Members were encouraged to send any suggestions for professional development to him or the ABFSE office.

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

- The committee was busy this past year looking at various issues that include the make up of committees, voting issues in a virtual environment, when meetings can occur virtually etc.
- The letter received from the Scholarship Committee was reviewed and there are no issues with what is presented in the letter. These changes were approved by the committee and can be made to the scholarship applicant requirements.

Accreditation Liaison Committee – Venus R. Smith (Jefferson State Community College - Chair)

- An email was sent out to educators prior to the April 8, 2021 ZOOM meeting of the Accreditation Liaison Committee. The question was answered immediately by the Committee on Accreditation.
- Town Hall Meetings have been well received by the members and allows for timely questions and answers to be received.

Executive Committee – President Jzyk Ennis (Jefferson State Community College) – Chair

- ZOOM Town Hall Meetings have been extremely popular and beneficial to the membership.
- President Ennis expressed appreciation to the Program Committee and Executive Director for putting together the agenda for the Town Hall Meetings and believes that they will continue in the future.
- Town Hall Meetings allow faculty members who cannot travel to annual meetings an opportunity to get together with their peers and discuss pertinent issues.
- Executive Committee voted to concur with the COA that outside legal counsel be hired to look at the governance and structure of the ABFSE.
- SESCO Consultants did a review of staffing and provided recommendations for succession planning.
- Work on the Strategic Plan had to be placed on hold and it will be revisited.

Member Association Reports

National Funeral Directors Association – Randall P. Anderson, NFDA President-Elect

R. P. Anderson expressed appreciation for having his father's name read during the Service of Remembrance that was held at the beginning of the meeting.

- R. Anderson expressed appreciation for the work of the ABFSE and the opportunity that the National Funeral Directors Association (NFDA) has to contribute to its work.
- ***Journey to Serve*** is a live free virtual event that was held April 22, 2021. This is a joint project of the Funeral Service Foundation and the ICCFA Educational Foundation. It is aimed at recruiting military veterans into careers in funeral service as well as all aspects of the profession. A 'toolkit was developed and is provided to state associations, national association, individual funeral home/cemetery/crematory owners for recruiting purposes.
- ***FEMA Webinars***: 4 webinars with FEMA representatives were presented to discuss FEMA's COVID 19 Financial Assistance Benefit for Funeral Expenses. More than 2000 people registered for these webinars.

- **FEMA COVID-19 Funeral Assistance NFDA Member Toolkit:** This initiative is designed to help funeral homes reach out to families and their community with resources so that families can apply for and receive this benefit.
- **NFDA National Emerging Leaders Program** is a year-long leadership development program for funeral professionals between 5 – 10 years licensed or second career funeral directors licensed between 3 – 8 years. The program is limited to 20 participants and applications must be received by May 15, 2021. There will be 8 virtual meetings/year and an in-person meeting at NFDA's Leadership Conference. Tuition is \$1500 and includes registration for the NFDA Leadership Conference.
- **NFDA's Online Cremation Certification Course** launched in January 2021. It confers either the CCO (Certified Crematory Operator) or CCSP (Certified Cremation Services Provider) credential. It consists of 12 interactive modules followed by an online certification exam. It is approved for up to 6 CE hours and is \$160 for students and \$525 for NFDA members and non-funeral directors.
- **Arranger Training for Students** each year is offered fully funded by the Funeral Service Foundation to 4 schools. This year's recipients are:
 - Wayne State University
 - Cape Cod Community College
 - University of Arkansas – Hope Texarkana
 - Kansas City Kansas Community College
- **Funeral Service Foundation** is funding 30 NBE Scholarships in addition to the 10 NBE Scholarships funded by The Conference.
- **The Director.edu** continues to be emailed to program directors for distribution to their students. The latest edition was email in April 2021.

NFD&MA – Hari P. Close, NFD & MA President

- The following report from the NFD & MA had been submitted prior to the meeting and was presented in TAB 12 in Drop Box.
- NFD & MA served on FEMA's Funeral Assistance (Reimbursement) Program's Strategic Planning Committee.
- Members are being encouraged to get the COVID 19 vaccine and this effort will continue beyond 2021.
- Funeral Heritage Report 2020 has been published.
- FAMIC is working on a 'think tank' that will be offered at no cost.
- House of Representatives Meeting will be held in Atlanta's Hilton Airport Hotel on April 7 – 20, 2021. It will be hybrid: 50% virtual and 50% in-person.
- National Convention will be held in-person at the Gaylord Texan Resort and Convention Center, July 31 – August 4, 2021 in Grapevine (Dallas), Texas.
- Dr. Carol Williams will not be renewing her contract with the association and will be leaving after 11 years of service. She has been an excellent executive director and leader for the association. There will be a celebration of her service to the association at the National Convention in Dallas, Texas.
- The association voted to leave the current leadership in place for the next 2 years.

CANA – Barbara Kemmis, CANA Executive Director

- B. Kemmis expressed appreciation for the opportunity for CANA to be a part of the ABFSE and its work. The relevance of organizations such as CANA has been extremely felt during the last year and the importance of its work has been in the forefront.
- She reminded members that ABFSE accredited programs are invited to join CANA and extend the benefits of membership to their faculty and students for a standard membership dues rate of \$495. Students receive *The Cremationist*.
 - Current school members are: Chandler-Gilbert Community College; Cincinnati College of Mortuary Science; Commonwealth Institute of Funeral Service; FINE Mortuary College; Goodwin University; Hudson Valley Community College; Kansas City Kansas Community College; Lake Washington Institute of Technology; Northeast Texas Community College; Pittsburgh Institute of Mortuary Science; University of the District of Columbia Community College; University of Minnesota Program of Mortuary Science; Worsham College of Mortuary Science
 - There are 1001 ‘Scholar Members’ (Students and Faculty with digital access only)
- Student memberships are available for \$35/year for a maximum of two years. Student members receive all the benefits of membership but are not listed on the membership roster or website and cannot vote on association business, nor use the CANA logo on business cards or promotional material. There are currently 40 student members.
- **CANA Publications** launched in July 2017 and include *The Cremation Logs* blog which is a publicly available resource for anyone in the profession to benefit from shared expertise, resources and current trends.
- **CANA Education:** Online: CANA’s signature Crematory Operations Certification Program (COCP) now includes alkaline hydrolysis. The online COCP is approved by 17 of the 21 states that require certification. Five schools have integrated the online course into their program. In-person COCP offerings are limited due to COVID-19 but more information on future offerings is on the CANA website. In 2021, CANA has trained 103 students. Faculty: CANA has a resource on its website for faculty to supplement their cremation curriculum. Items available include cremation statistics, video animations, and a list of teaching activities that could be incorporated to help teach cremation in the curriculum.
- **Funeral Service Peer Support** will be held on June 22, 2021 will be the first US focused program via ZOOM. A student only support is also being considered that will be available online.
- **August 11 – 13, 2021 Annual Convention** will be held in-person in Seattle Washington.

MOTION: (Penepent); second (Finocchiaro) to accept the committee reports as presented.

VOTE: Passed unanimously

Unfinished Business – Jzyk Ennis – ABFSE President

President Ennis provided an update on the ABFSE Embalming textbook. The editor/author Sharon Gee-Mascarello has done an excellent job of leading this project and has completed her work. The manuscript is currently in editorial committee review until April 30, 2021 and then it will go to McGraw-Hill. It should be available for distribution in December 2021 or January 2022. There have been many new photographs added and they are all in color.

DISCUSSION: D. Penepent asked if PowerPoint slides would be available to accompany the textbook. President Ennis stated that it is anticipated that there will be PowerPoint slides available in the future, but not in the initial release of the textbook.

New Business – Jzyk Ennis – ABFSE President

Notices of Motion and Curriculum Outlines were available on the website for 30 days prior to the Annual Meeting. The Notices of Motion were also a point of discussion at the College and University Council ZOOM meeting in March, 2021.

President Ennis stated that according to the Parliamentarian there is an option by unanimous consent to approve all curriculum outlines and glossaries at once with one vote. There is also an option to look at a particular outline and glossary for discussion and then the motion to approve all curriculum outlines and glossaries at once would be denied and they would be voted on for approval one at a time.

President Ennis reminded the membership that the following outlines and glossaries were being considered from the 2019 and 2020 Curriculum Review Workshops:

- 2019: Cremation, Funeral Home Management, Microbiology and Restorative Art
- 2020: Funeral Service Sociology, History of Funeral Service and Embalming, Pathology and Human Anatomy

MOTION: (Finocchiaro); second (Cavender) to approve all curriculum outlines and glossaries at once by unanimous consent.

VOTE: Passed unanimously.

Election of 2021 – 2023 Officers

President Ennis stated that due to the pandemic, all of the Officers held office for 1 additional year. The slate of officer being presented will serve the full term of 2 years.

Slate of Officers presented by the College and University Council are:

President: Jolena Grande, Cypress College

Vice-President: David Martin, Piedmont Technical College

Secretary/Treasurer: Joseph Finocchiaro, Miami Dade College

MOTION: (Beckham); second (Penepent) for unanimous acceptance of the slate of Officers.

VOTE: Passed unanimously.

Recognition of Newly Elected Officers

President Ennis congratulated the new Officers.

President-Elect Jolena Grande has selected Randall P. Anderson, NFDA President-Elect to administer the Oath of Office to the new Officers.

Oath of Officers to Newly Elected Officers

R.P. Anderson presided over the reading of the Oath of Office to the newly elected Officers and presented the new Officers to the membership for approval.

Announcements

President Grande asked if there were any announcements to be made for the good of the order for the member institutions and association members.

There were none brought forward.

Closing Comments President Grande (Cypress College)

President Grande expressed gratitude for the trust that had been placed in her. She acknowledged the contributions of past presidents to the work of the ABFSE. As a faculty for almost 30 years, and having served in multiple capacities in ABFSE committee work and work groups, she is keenly aware of the importance of the work that lies ahead.

ABFSE is a national organization and work is done through accreditation standards, curriculum and support of faculty. She is looking forward to working on the strategic plan and will embrace and encourage transparency and accountability.

She encouraged members to contribute to the work of the ABFSE with their attendance, participation and voice. There is a tremendous need for volunteers to serve.

The pandemic has laid light on the value of innovation and the need for a willingness for the members to work in tandem with each other. The value of inclusiveness and a dedication of all to improving the lives of our students and their success in funeral service practice is crucial.

‘Diversity, equity and inclusion is not just what we do, but it is who we are.’

In closing, she expressed gratitude for the opportunity to serve as ABFSE President as well as the work of the member institutions and member associations.

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

VOTE: Passed unanimously.

Meeting adjourned at 1:31 PM (ET).

***Next Meeting
October 16, 2021
Nashville, TN***