

ABFSE College and University Council

Friday, March 17, 2023 - VIRTUAL

MEETING MINUTES

1. Call to Order, Welcome, and Introduction/Invitation of invited guests

Cody Lopasky called the 2023 annual CUC meeting to order at 1:03 CST. Robb Smith, ABFSE Executive Director recorded the meeting. Cody reminded everyone that this meeting is being conducted virtually so that the majority of schools and faculty can attend and have a say in what gets recommended to the membership at the ABFSE annual meeting. This virtual meeting replaces the formerly in-person meeting.

There were two guests present, Robert Smith and Michael Landon. Leili McMurrough made a motion to allow the guests to be present for the meeting. Venus Smith seconded the motion. Motion passed.

2. Roll Call

Secretary, Lauren Budrow, took roll. Of the 58 programs, 32 representatives were in attendance, which was enough for a quorum.

3. Presentation of the Agenda and Approval of the Minutes

Mark Evely made a motion to approve the agenda, Leili McMurrough seconded, all approved, none opposed. Motion passed.

4. Appointment of Parliamentarian

Upon request, Mark Evely agreed to serve as parliamentarian for the CUC meeting.

5. Explanation of the purpose of College and University Council

Cody Lopasky went through and explained the purpose of the CUC, the matters to be discussed, and the importance of the CUC to be the voice of the schools of the ABFSE. New officers for CUC are needed because Cody Lopasky is rolling off as the Chair and Lauren Budrow is rolling off as secretary.

Jolena Grande encouraged everyone to self-nominate or nominate other colleagues. If no one wants to take up the opportunity to serve on the CUC as the Chair then she is willing to do it. Johnathan Acosta was nominated for Secretary. It is an uncontested election but a vote was taken. Both were elected to the CUC positions for the next two years.

6. Committee Reports

Cody Lopasky explained that committee reports would be given in full at the annual ABFSE meeting being held in April in Atlanta. Comments were given for a few of the following committees.

- Scholarship Committee
 - Has not met yet. There are 26 applications to review.
- Curriculum Study Committee
 - Nothing at this time
- Program Committee
 - Formal report to be presented at the ABFSE annual meeting. Encouraged people to reach out to contribute to

- Constitution and By-laws Committee
 - Formal report to be presented at the ABFSE annual meeting but the committee did meet briefly to discuss a variety of topics such as electronic voting
- National Board Examination Liaison Committee
 - Has not met yet but looking to meet in advance of the ABFSE annual meeting
- Committee on Accreditation
 - Review of Standards – asked everyone to look at the timeline for the review of standards and there will be an open session at the ABFSE meeting; opportunities to comment and participate will be available
 - 2022 NBE results – will not be used in accreditation decisions
 - Survey for ED evaluation – specific to the evaluation of the Executive Director and the performance of the ABFSE office
- Executive Committee
 - Strategic plan has been significant focus; quarterly meetings are now happening consistently with the Executive Committee
- COA Liaison Committee
 - Has not met yet but will be meeting soon. The purpose of the committee is to serve as a liaison between the COA and the programs. There are two open seats on this committee and interested persons should notify them.

7. Notices of Motion to be presented at CUC prior to ABFSE open Meeting

We discussed the following outlines: Ethics, Merchandising, and Business Law

Kevin Davis asked about all the information on pets and does not think that it is appropriate for the Merchandising outline. Cody Lopasky did not think that big changes should be made without all the committee members who worked on the outline present. Jzyk Ennis said the CUC should discuss it. Mark Evely agreed this meeting is the forum to do so. Several program directors feel that this pet component of the Merchandising outline is not necessary for the ABFSE funeral service curriculum. Jolena Grande pointed out that the outline has just been expanded from what was already there. This isn't new content, just expanded details on it.

There was significant discussion over this section of the Merchandising outline. One concern is that if more detail is added to the outline, it will invite The Conference to write questions for the NBE on it.

Robb Smith asked that if the Merchandising outline is not approved what will the CUC decide to do with it at this point. There is not enough time to make an amendment prior to the annual meeting to get a revision out to the schools to review. There could be a motion made at the ABFSE annual meeting to approve the outline with striking the items in section nine on pets, including the items in the glossary that relate to pet disposition.

There were no additional concerns regarding the other two outlines.

There were two additional notices of motion on the ABFSE website.

1. Textbooks: the ABFSE statement of DEI, and that the ABFSE does not currently have a policy on DEI. The recommendation is that the notice should be moved to approve this statement with the edit. Jolena suggested modifying the statement so that the sentence in question isn't removed but improved to reflect the expectations of higher education as a whole.

2. Committee Membership: notice of motion went out for adding a statement that defines what an “educator” is according to the ABFSE as it relates to who can serve on committees. This notice came out of the Executive Committee. The concern brought up by Shawna Rodabaugh is how to distinguish between administrators and educators, and who gets to serve on these committees.

A Zoom poll was completed and 75% of respondents recommend amending the statement. CUC recommendation is to make a motion at the ABFSE annual meeting to approve the amended language suggested by Mark Evely and composed by Joe Finocchairo:

For purposes of committee membership, an “Educator” is defined as an individual employed by an ABFSE accredited program or sponsoring institution, who is a graduate of an ABFSE accredited program and whose duties are to provide direct instruction as a qualified faculty member and/or program administration to funeral service education/mortuary science students enrolled in that accredited program/institution.

Joe Finocchairo made a motion to approve this statement, Mark Evely seconded it, one abstention by Audrina Dollar. Motion passed.

8. Report on ABFSE participation in the 2022 ICFSEB annual meeting

The ICFSEB Annual Meeting occurred on Feb. 28 and Mar 1. Nine ABFSE school representatives were present at the meeting. Jolena shared one of the presentations shared at that time. Funeral service deregulation and professional standards being rolled back will be included in ongoing conversations.

9. Old Business

- Textbooks
 - A list was compiled of those books that encompass most of what is present in the curriculum outlines. This is not a required list of the books that should be used but rather the ones that currently match the outlines well. There is some debate over the use of such a list and how it might influence whose books get used over others.
 - The recommendation is that the Executive Committee start the process to develop the next textbook survey so it will come from the ABFSE office and not The Conference.
- Review of Standards
 - The first round of the review involved the compilation of comments for each standard to bring to the membership. Additional suggestions may be made through future surveys and edits will continue to be considered and/or incorporated for further review before the vote for approval on April 2024.

10. New Business

Nominating committee within the CUC put forward Joe Finocchairo as President, Cody Lopasky as Vice President, and Tony Moore as Secretary. These will be voted on at the ABFSE annual meeting.

11. Curriculum Review and Announcements

Curriculum workshop will be reviewing the outlines for Embalming (replacing FTC), Funeral Service Counseling and Psychology, and Chemistry. FTC was bumped because the federal government has not determined the changes that will affect the Funeral Rule. Lake Washington Institute of Technology will host the workshop.

If members are willing to serve as mentors to new members, they are encouraged to let Robb Smith know.

The accreditation statement is being amended slightly to add clarity, specifically as it relates to those programs with unaccredited funeral service programs. Programs will receive their own custom statement to use once that is completed.

12. Adjourn

Joe Finocchairo moved to adjourn, seconded by Jeff Zeally. All approved. Meeting adjourned at 3:18 pm CST.