Meeting called to order at 1:00 pm

**Council Members Attendees:** Sharika Abdul-Muhammad, Jayne Angle, Sharon Carpenter, Nancy Cowherd, Mona Kissel, Jenny Lind, Cecelia Mason, Teresa Newcome

**Council Members Absent:** Sharon Kendle, Mary Beth Myers, Paula Scott


**Guest Speaker:** Kelly Hart, Vice President of Enrollment Management

Kelly commented about her career, prior employment and how excited she is to be at Shepherd University. Her office is making preparations for Spring 2021 and Fall 2021. COVID-19 has created challenges for Enrollment management.

Enhancing efforts in the following ways:

- Offering admission events for prospective students, including a virtual open house.
- Offering virtual financial aid sessions for families during the day, early evening, and on Saturdays.
- Offering virtual tours of campus as well as very small campus tours throughout the weekday and weekend adhering to safety guidelines.
- Working on digital marketing and social media efforts.
- Contacting students by email, text, and phone calls.
- Calling students after acceptance to Shepherd so they don’t need to wait for the letter to arrive in the mail.
- Reaching out to high schools in WV, VA, MD, PA and DC to enhance exposure.
- Purchased additional student names to increase the student prospect pool.
Setting up accepted student events.

- Enrollment is down from FY20 compared to FY21 based on current numbers provided by Kelly in a PowerPoint, see attached.
  1. Current FY21 spring is down by 159 compared to FY20 spring Enrollment.
  2. Current FY21 fall total applicants is down by 615 compared to FY20 fall applicants.

Kelly invited the campus to communicate any thoughts, concerns, or comments regarding student enrollment and admissions. Please contact her at 304-876-5106 or klhart@shepherd.edu.

Motion to approve the consent agenda by Rachael Meads, and seconded by Sharon Carpenter.

Minutes approved as written.

Old Business

Update on COVID-19 Campus Efforts - Holly Frye

Currently testing is taking place at the Wellness Center for all commuter students and will continue throughout the weekend of 1/15-17/2021 for all resident students. All employees are to be tested by Friday 1/15/2021.

Surveillance testing will only include 10% of the students. Tests cost approximately $120.00. Vaccines will be here on Friday, 1/15/2021 but Shepherd will receive less than originally expected. Every student who has been tested will be given a sticker to put on a card to verify that they were tested.

COVID DATA Tracker

Holly answered the following questions during the meeting.

If we have been vaccinated, do we have to be tested? Yes, once tested your immunity isn’t complete, so you’ll need to still be tested.

The 30 vaccines are for both doses.
Public list is not available for others to see.
What are the chances that those who have gotten the first vaccine, will be able to get the second shot? *Holly is consistently reassured that if you get the first dose, you should receive the second dose. This is based by the Health Department.* -Confirm

Who decides who with health issues is vaccinated and who is not? *When the questionnaire goes out, there is a list that dictates where they are on the list for vaccines.*

Do you know if the second dose is different from the first? *Pretty sure that both doses are the same. You’ll receive a card to bring back with you that shows the dates and type of vaccine received.*

Numbers are rising with students AND employees, what extra steps are being taken by the University to keep us safe? *I believe we are doing our best to monitor and keep everyone safe.*

Is it possible to identify that the numbers rising on campus is from being in contact with those positive on campus? Could it be that our numbers could be rising due to outside contact with those who are positive? *Shepherd’s numbers are good, not rising, however, yes, please remember to wear our masks.*

If you don’t get the 2nd dose in time, do you have to restart again with the 1st dose? *Not sure about this as I don’t know.*

Is there any effort to make sure those who haven’t had COVID are prioritized for vaccines? *You are still encouraged to get the vaccine even if you have gotten the virus.*

Am I correct that getting the vaccine does not make you immune to getting COVID-19? *Hopefully it will prevent you from getting a serious case of COVID-19. Not completely confident in how to answer this question. Thinking it only reduces the severity of the virus.*

**New Business:**

**CEC Bylaws update:**

2007 – Send out for approval – CEC Council approved, but not the classified employees of SU.
2019 – Send out for approval
2021 – Post Bylaws on website in a word document.

Rachael – Assembly is all Classified Employees – 10 days before the meeting of the classified assembly.

**Motion made by Jayne Angle:**
I amend my motion to posting the current Bylaws with any prior changes as they are currently stated on a Microsoft Teams Group for all CEC members to access and make notes for any 2021 changes before approval to the full classified employee body.
2nd by Rachael Meads

I have some questions in regard to meeting notifications - I usually don’t receive the minutes or agenda - just the meeting notice - could everything concerning the meeting be sent at once and possibly earlier than the day before the meeting? Microsoft Teams will allow for all meeting minutes, invites to be available.

Rachael Meads gave an update on Dining options on campus.

- 7:30 am – 2:00 M-Thursday Rams Den – no dinner to be served.
- 7:30-4:00 M-Thursday Bistro, 7:30-2:00 Friday.
- 8:00-10:00 pm All dinners will be served in Riverside
- During the cold days through February.

Shepherd University’s Directory is to be back online this week without student information.

Motion to adjourn the meeting at 2:13 pm by Sharika Abdul, 2nd by Sharon Carpenter