

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF EMERGENCY MEETING**

March 19, 2020

MEMBERS PRESENT: President MR. DUSTY SPOMER; Vice President/Secretary DR. MARK WURZEL; Treasurer MR. LUKE ANDERSON; and Trustees MS. CAROLYN DANKO, MR. JOHN HOUSEL, MS. NADA LARSEN, and MR. BOB NEWSOME.

MEMBERS ABSENT:

OTHERS PRESENT: DR. STEFANI HICSWA, President

CALL TO ORDER: An emergency meeting of the Northwest College Board of Trustees was called to order on Thursday, March 19, 2020 at 7:01 p.m. via conference call.

A NEW BUSINESS:

Proposed Resolution: Prorated Refunds to Students for Residence Hall Charges and Meal Plans due to COVID-19

Due to circumstance surround the COVID19 and the containment of the outbreak campus has closed. Resolution discussion at hand is regarding Housing and Meal Plan refunds for students who are affected by the closing. Roughly \$400,000 expected in refunds.

Trustee Housel commented that the emergency meeting of the board due to emergent conditions to the college is justified and within the meeting protocol.

Question on if there has been a history of Prorated refunds. Per President Hicswa there have been prorated fee refunds in the past. It is rare but they have done it for extenuating circumstances.

Discussion note, this is an unprecedented situation for the college and the world. We agree with having the resolution in writing.

Negotiations ongoing with Food Plan contractor about these circumstances to see if there could be some additional cost savings.

Discussion about if this resolution is needed and the refunds are one total cost, or two (Housing and Meal plan), or many small refunds for each student individually.

Trustee Housel made a motion to adopt resolution and pro-rate refunds for Residence Hall charges and Meal Plan charges due to campus closing to limit the spread of COVID-19. Trustee Danko seconded.

Discussion- refund decision from the Crisis Management team following Governors Recommendation to close schools. Followed the decision to extend Spring Break, close halls, cancel conferences, travel and events. There was a moral obligation with respect to the students and families. Urgency of meeting due to quick response needed for students.

All classes converted to on-line or otherwise accommodated, and student can complete on time. Good news. Job well done by the college faculty & staff.

Motion passed unanimously.

A ADJOURNMENT: **The meeting was adjourned at 7:34 p.m.**