



# **Amended Contract**

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT**  
**Between Florida Agricultural and Mechanical University and Dr. Larry Robinson**

This Second Amendment to the Employment Agreement (hereinafter referred to as "Amendment"), which shall be effective as of April 28, 2020, is entered into by and between the Florida Agricultural and Mechanical University Board of Trustees (hereinafter referred to as "Board"), a public body corporate of the State of Florida, Tallahassee, Florida 32307, and Dr. Larry Robinson (hereinafter referred to as "Dr. Robinson").

**RECITALS**

**WHEREAS**, the Board and Dr. Robinson entered into a certain Employment Agreement, (Original Employment Agreement) effective as of December 31, 2017, to serve as the President of the University and confirmed by the Board of Governors of the State University System of Florida (Board of Governors); and

**WHEREAS**, paragraph 5.2 of the Original Employment Agreement states that commencing July 1 and concluding not later than October 31 of each year, the Board shall evaluate Dr. Robinson's performance based on his achievement of mutually agreed upon specified goals and objectives and such other criteria as the Board deems appropriate; and

**WHEREAS**, Dr. Robinson has provided certain approved annual goals to the Board, and the inclusion of critical data of such goals will not be available until June 30 of each year, which is the end of the fiscal year; and

**WHEREAS**, Dr. Robinson will submit his annual evaluation to the Board on or before July 15 of each year, after which the Board will then initiate its evaluation of Dr. Robinson on July 16 rather than July 1 of each year;

**WHEREAS**, the Board and Dr. Robinson desire to modify certain terms and conditions of the Original Employment Agreement as set forth below;

**NOW, THEREFORE**, in consideration of mutual promises, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board and Dr. Robinson (hereinafter referred to as "Parties") agree as follows:

1. **Incorporation of Recitals.** The Recitals to this Amendment are incorporated and made a part of this Amendment.
2. **Attachment of Original Employment Agreement.** A true and correct copy of the Original Employment Agreement is attached hereto as Exhibit "A".
3. **Compensation.** Paragraph 5.2 of the Original Employment Agreement is deleted in its entirety and replaced with the following:

**5.2 Evaluation:** On or before July 15, 2020, and no later than each July 15 thereafter, Dr. Robinson shall initiate the evaluation process on such approved goals and objectives for the applicable rating period by submitting to the Board a self-appraisal of said period's performance. The appraisal shall address performance related to each of the goals and objectives agreed upon for said period's performance.

Commencing July 16 and concluding not later than October 31 of each year, the Board shall evaluate Dr. Robinson's performance based on his achievement of the mutually agreed upon specified goals and objectives and such other criteria as the Board deems appropriate.

4. **Effect.** If there is any conflict between the terms and provisions of this Amendment and the terms and provisions of the Original Employment Agreement or any amendments thereto, the terms and provisions of this Amendment shall govern. Except as specifically set forth herein, all other provisions of the Original Employment Agreement and any subsequent amendments or renewals thereto shall remain in full force and effect and be binding upon the parties in accordance with their terms.

**IN WITNESS WHEREOF**, Dr. Larry Robinson and the authorized representative of the Board of Trustees have executed this Amendment with an effective date as noted above.

**DR. LARRY ROBINSON**

**FLORIDA A&M UNIVERSITY BOARD  
OF TRUSTEES**

By: \_\_\_\_\_  
Larry Robinson, Ph.D.

By: \_\_\_\_\_  
Kelvin Lawson, Chair

Approved as to Form.

\_\_\_\_\_  
FAMU OGC Attorney

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY BOARD OF TRUSTEES  
TALLAHASSEE, FLORIDA 32307  
EMPLOYMENT AGREEMENT FOR DR. LARRY ROBINSON**

This Employment Agreement (hereinafter referred to as "Agreement"), which shall be effective as of December 31, 2017, is entered into by and between the Florida Agricultural and Mechanical University Board of Trustees (hereinafter referred to as "Board"), a public body corporate of the State of Florida, Tallahassee, Florida 32307, and Dr. Larry Robinson (hereinafter referred to as "Dr. Robinson").

**RECITALS**

**WHEREAS**, the Board has the authority to select a president of Florida Agricultural and Mechanical University (hereinafter referred to as "FAMU" or "University") pursuant to Florida Board of Governors Regulation 1.001(5)(c); and

**WHEREAS**, the Board selected Dr. Robinson on November 30, 2017, to serve as the President of the University subject to final confirmation by the Board of Governors of the State University System of Florida ("Board of Governors"); and

**WHEREAS**, the Board wishes to employ Dr. Robinson as President, and Dr. Robinson wishes to serve as President and be its employee, subject to the terms and conditions of this Agreement; and

**WHEREAS**, the Board and Dr. Robinson desire to set forth their respective rights and obligations in this Agreement; and

**WHEREAS**, this Agreement has been duly approved and its execution has been duly authorized by the Board; and

**NOW, THEREFORE**, in consideration of mutual promises, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board and Dr. Robinson (hereinafter referred to as "Parties") agree as follows:

**1.0 Appointment:**

The Board appoints and employs Dr. Robinson as President and Chief Executive Officer of the University as well as Corporate Secretary for the Board (hereinafter referred to as "President") subject to this Agreement. Dr. Robinson hereby accepts such appointment and employment on the terms and conditions set forth in this Agreement, and further understands that his employment as President is conditioned upon final confirmation by the Board of Governors of the State University System of Florida.

The performance of any financial obligations by the Board under this Agreement shall be subject to and contingent upon the availability of funds appropriated by the Florida legislature for current and future periods. This agreement is subject to the approval of the Board.

**2.0 Term:**

The Board hereby employs Dr. Robinson as President for a term commencing December 31, 2017, and ending on December 31, 2020, subject to confirmation by the Board of Governors, unless otherwise

terminated as provided herein. The Board, in its sole discretion, may offer to extend this Agreement for an additional one-year terms upon the terms and conditions herein or upon such additional or different terms as may be agreed upon by Dr. Robinson and the Board, including salary and benefits. Any renewal of this Agreement is subject to confirmation by the Board of Governors. Dr. Robinson and the Board Chair shall meet no later than January 15, 2020 to discuss their interest in an extension. If an extension is agreed upon, it shall be formalized no later than October 31, 2020. Any extensions of this agreement requires a majority vote of the Board and the written consent of Dr. Robinson. There shall be no penalty to the University in the event the term of this agreement is not extended.

### **3.0 Powers and Duties:**

As President, Dr. Robinson shall perform all duties required subject to the U.S. and Florida Constitutions and Laws as permissible, and the regulations, policies and procedures of the Board of Governors and FAMU Board of Trustees, as now existing or hereafter promulgated. Those duties include, but are not limited to oversight of the general operations of the University including educational leadership; faculty and community relations; long-range strategic planning; budget formulation; supervision of the University's buildings, grounds and equipment; administration of the affairs of the University consistent with Board policy; student recruitment and services; fund raising, development, public relations and alumni affairs; recruitment of personnel; appointment, promotion and dismissal of all faculty and staff; crisis management; anti-hazing; and such other duties as mutually agreed upon with the Board.

During his presidency, Dr. Robinson shall place particular emphasis on and devote ample time to the strategic leadership of the University's fund-raising strategy. This shall include, but shall not be limited to annually establishing operational goals as agreed upon by the Board. The fund raising trend shall be used to set fund raising goals for each year.

### **4.0 Compensation:**

As compensation for the services to be performed under this Agreement, Dr. Robinson shall be paid an annual base salary of \$385,000. The annual base salary shall be funded in compliance with section 1012.975, Florida Statutes, and any amount of the aforementioned annual base salary in excess of the amount authorized by the Florida Legislature shall be paid by the Florida A&M University Foundation, Inc. ("FAMU Foundation") or other available sources. This annual base salary shall be payable according to the pay plan for Executive Service employees at the University, with appropriate deductions for taxes and benefits. The President's salary shall be reviewed annually and may be increased, but not decreased, at the discretion of the Board. Such annual salary review will be accomplished in conjunction with the Board's evaluation of performance as provided in paragraph 5.0 of this Agreement.

### **5.0 Goal Setting, Evaluation, and Bonuses:**

- 5.1 **Goal Setting:** On or before January 15, 2018, and on or before each July 1 thereafter, Dr. Robinson shall provide to the Board Chair a list of proposed goals and objectives for the twelve (12) month period beginning on July 1. The Board or a Committee thereof and Dr. Robinson shall agree upon finalized goals and objectives for initial evaluation period and the twelve (12) month periods thereafter.
- 5.2 **Evaluation:** On or before June 1, 2018, and no later than each June 1 thereafter, Dr. Robinson shall initiate the evaluation process on such approved goals and objectives for the applicable rating period by submitting to the Board a self-appraisal of said period's

performance. The appraisal shall address performance related to each of the goals and objectives agreed upon for said period's performance.

Commencing July 1 and concluding not later than October 31 of each year, the Board shall evaluate Dr. Robinson's performance based on his achievement of the mutually agreed upon specified goals and objectives and such other criteria as the Board deems appropriate.

- 5.3 **Performance Bonus:** Based upon Dr. Robinson's achievement, of specific annual goals and objectives which are mutually agreed upon in writing by Dr. Robinson and the Board and annual evaluation results, Dr. Robinson may be eligible to receive an annual performance bonus of up to twenty percent (20%) of the annual base salary then in effect, as provided for in subparagraph 4.0, contingent upon the availability of funds from the FAMU Foundation. The award of a performance bonus is discretionary and shall be awarded based on the Board's assessment, in its sole and absolute discretion, of the President's performance as President during the fiscal year under review. The Board may award any amount of performance bonus from zero to the maximum of twenty percent (20%).

At its first meeting after September 30 of each year, the Board shall take a vote on payment of a bonus which shall be proportional to the goals and objectives met and shall state the amount thereof, if any. Upon Board approval of a performance bonus, payment of said bonus shall be made within sixty (60) days.

6.0 **Other Compensation and Benefits:**

The Board authorizes the FAMU Foundation to provide Dr. Robinson with the following additional compensation and benefits:

- 6.1 **Annuity:** An annuity in the amount of fifteen percent (15 %) of Dr. Robinson's annual base salary, which will be funded by the FAMU Foundation.
- 6.2 **Housing:** The Board authorizes the FAMU Foundation to provide Dr. Robinson a contribution in the amount of \$3,500 monthly as a supplemental housing payment, or housing allowance, so long as Dr. Robinson lives in a private residence.
- 6.3 **Automobile Allowance:** An automobile allowance of \$1,200 per month.
- 6.4 **Club Memberships:** To further enable Dr. Robinson to carry out his duties pursuant to this Agreement, the Board authorizes the FAMU Foundation to pay the annual fees and dues for membership in the Governor's Club and a Tallahassee area country club.
- 6.5 **FAMU Business and Travel Expenses:** The Board shall reimburse Dr. Robinson for all reasonable FAMU related business and travel expenses including annual dues and membership fees for professional associations, meetings and entertainment. The Board may fulfill this obligation through the use of University funds or available funds within the FAMU Foundation as appropriate. When the President's spouse accompanies him on University-related business while he is serving as President, the FAMU Foundation shall cover the spouse's reasonable travel expenses, up to a maximum of \$5,000 annually. Funding is only authorized in conjunction with President's travel outside of the University service area.

- 6.6 For the benefit and convenience of the University, the President's private residence may be used for University-related business and entertainment. The costs associated with such specific events, including but not limited to catering and cleaning, shall be paid by the University or FAMU Foundation on behalf of the University as appropriate. The University shall reimburse Dr. Robinson for any damage to his furnishings arising from the hosting of FAMU events, to the extent not covered by Dr. Robinson's homeowners insurance.
- 6.7 **Technology Support:** The Board shall provide reasonable telephonic, computer, internet access, facsimile and related equipment at the Dr. Robinson's private residence for the performance of his official duties, as appropriate. In addition, the University shall provide Dr. Robinson a mobile telephone for use in his official duties consistent with state law and the Board's regulations, policies and procedures as now existing or hereafter promulgated.
- 6.8 **Other Non-Compensation:** The Board authorizes the FAMU Foundation to provide Dr. Robinson with other forms of non-salary compensation in its discretion subject to prior approval of the Board at the time of the annual budget approval for the FAMU Foundation. The President shall provide a report of all University-related non-salary compensation on or before June 1 of each year to the extent required by state regulation.
- 6.9 Per applicable policies, the President will be expected to submit receipts and any other information which may be needed to ensure proper accounting prior to reimbursement being made. The University reserves the right to request the President repay and/or reimburse the University to the extent it is discovered by an audit or otherwise that the President was incorrectly or excessively reimbursed and/or received reimbursement for a non-allowed or non-approved expense.

7.0 **Standard Benefits:**

Dr. Robinson shall be eligible to participate in all present and future benefits plans maintained by FAMU for Executive Service employees. Such benefits shall include, without limitation, health care, short-term and long-term disability, life insurance programs, retirement plans, deferred compensation plans, tax-deferred savings plans, flexible spending accounts, and annual and sick leave.

8.0 **Participation on Corporate Boards and Other Outside Activities:**

Dr. Robinson agrees to faithfully and diligently discharge all obligations under Agreement and to devote full-time attention and energies to his duties as set forth in this Agreement. The expenditure of reasonable amounts of time for personal or outside business, as well as charitable and professional development activities, shall be permitted in accordance with this paragraph, provided such activities do not interfere with the duties or services to be rendered under this Agreement, the Florida Code of Ethics, and applicable regulations, policies and procedures of the Board or the Florida Board of Governors as now existing or hereafter promulgated. Dr. Robinson shall not engage in any activity that conflicts with or is adverse to the best interests of FAMU.

- 8.1 **Requirement of Prior Approval:** With prior approval of the Board Chair and subject to the confirmation of the Board, Dr. Robinson may serve on the board of directors of for-

profit or non-profit corporations. Any and all income earned by Dr. Robinson in connection with his service on such board of directors shall be paid to and retained by him, and such income or other compensation shall have no effect on the amount of salary, compensation and benefits he is otherwise entitled to receive hereunder.

**9.0 Tenure:**

As a tenured Full Professor in the School of the Environment, Dr. Robinson's status as member of the University's faculty is separate and distinct from the position of President and is governed by the Collective Bargaining Agreement for the faculty and the Board's regulations, policies and procedures regarding tenure as appropriate. However, such Collective Bargaining Agreement, regulations, policies and procedures have no bearing on the appointment as President.

**10.0 Termination:**

10.1 **Termination for "Cause":** The Board and Dr. Robinson agree that the Board may terminate this Agreement at any time for cause upon a majority vote of the Board as set forth in the Board Operating Procedures. For the purposes of this Agreement, "cause" shall be defined as conduct determined by a majority of the Board to be:

- (a) gross negligence, nonfeasance or willful malfeasance in the performance of his duties that materially harms the University;
- (b) acts or omissions by Dr. Robinson that are undertaken or omitted knowingly and are felonious or fraudulent and involve material dishonesty or moral turpitude;
- (c) formal indictment or charge of the President in a court of law with any felony, or any other crime involving misuse or misappropriation of University funds;
- (d) breach of any fiduciary duty with respect to the University; and
- (e) material or repeated failure to perform duties or violation of this Agreement, to meet established performance goals, or to comply with the written regulations, policies and procedures of the Florida Board of Governors or FAMU Board of Trustees or the terms of this Agreement that harms the University.

In the event of termination for cause by the Board, Dr. Robinson's employment shall cease and he shall not be entitled to any further compensation or benefits except for benefits required to be continued by law.

**10.2 Termination without Cause:**

- (a) Upon a majority vote by the Board casting a vote in favor of termination without cause, at any time, the Board may terminate Dr. Robinson's employment as President effective sixty (60) days after the date of such vote for termination without cause. Within thirty (30) days after said vote for termination without cause, Dr. Robinson shall notify the Board in writing whether he intends to continue with the University with the rank of Tenured Professor in the School of the Environment. However, at



the Board's discretion, regardless of the reason for termination and the amount of compensation due, Board may immediately relieve the President of his duties with pay for the required notice period. If the President accepts full-time employment during the 60 day notice period, the Board's financial obligations under this Agreement shall cease.

- (b) If Dr. Robinson decides to continue with the University as a Tenured Professor, then upon the effective date of his termination as President, he shall be entitled to sabbatical benefits for the period of twelve (12) months equal to: (i) his annual base salary in effect at the time such a termination is effective; and (ii) health insurance benefits to the same extent as provided prior to said termination.
- (c) If Dr. Robinson declines to continue with the University as a Tenured Professor, he shall be entitled to accrued annual, sick, compensatory or administrative leave, and other sums which he is lawfully due.

10.3 **Public Statement Regarding Termination:** Upon the conclusion of Dr. Robinson's service as President for any reason other than for cause or death, the University and Dr. Robinson shall work in good faith towards a public statement regarding the conclusion of his presidency. In the event of death or termination for Cause, the University will direct and control the issuance and content of any announcement, release or other statement to any third party, including employees and other members of the University community, as well as the press.

11.0 **Resignation:**

Dr. Robinson may terminate this Agreement at any time upon a minimum of ninety (90) days prior notice to the Board. Dr. Robinson's employment as President shall cease on the effective date of his resignation, and he shall not be entitled to any further presidential compensation or benefits as President, except as set forth in the University's various benefit plans with respect to vesting and rights after termination of employment. The Board may waive any portion or the entire notice period at its discretion and terminate earlier. Dr. Robinson may, at his election, assume active duties as a tenured member of the University's faculty.

In the event of discovery of conduct determined by the Board to be consistent with paragraph 10.1 that occurred prior to resignation, termination or natural expiration of this Agreement, Dr. Robinson shall not be entitled to any further compensation or benefits.

12.0 **Sabbatical and Post-Presidential Faculty Position:**

12.1 **Sabbatical:** Dr. Robinson shall be entitled to the sabbatical benefits set forth in paragraph 10.2(b) if he elects to continue with the University as a Tenured Professor under the following circumstances:

- (a) the natural expiration of the term of this Agreement;
- (b) a termination without cause as set forth in paragraph 10.2; or

(c) As for a resignation set forth in paragraph 11; however, in the event that said resignation occurs before the beginning of the third year of this Agreement, the sabbatical shall be reduced by six (6) months.

12.2 **Post-Presidency Faculty Position:** At the conclusion of his sabbatical, Dr. Robinson may return to his tenured faculty position as a "Distinguished Professor" in the School of Environment. During the first year of his post-presidency faculty position, he shall receive a base salary equal to eighty percent (80%) of his final annual base salary as President. After the first year of his post-presidency faculty position, Dr. Robinson shall receive a base salary equal to that of the highest paid professor of the University or his final annual base salary of \$203,000 as a Distinguished Professor in the School of the Environment, whichever is higher.

For the purposes of this paragraph, the definitions of "Tenured Professor" or "faculty position" shall not include senior executive, administrative or academic administrative positions of the University such as provost, vice president, associate or assistant vice president, dean, director, department chair or any other position at the University defined as "at will."

13.0 **Dispute Resolution:**

The Board and Dr. Robinson agree that if any dispute arises concerning this Agreement they will first attempt in good faith to resolve the dispute to their mutual satisfaction.

13.1 **Mediation:** If the Board and Dr. Robinson are unable to resolve their disputes informally, they both agree that any controversy or claim that either party may have against the other arising out of or relating to the construction, application or enforcement of this Agreement, as well as any controversy or claim based upon the alleged breach of any legal right relating to or arising from Dr. Robinson's employment and/or termination of his employment shall be submitted to non-binding mediation. Within fifteen (15) days after delivery of a written notice of request for mediation from one party to the other, the dispute shall be submitted to a single mediator chosen by the Parties in Tallahassee, Florida. The cost and fees with mediation shall be borne by the University. The Parties agree to pay their own attorney's fees and costs.

13.2 **Arbitration:** If mediation, as described in paragraph 13.1, is unsuccessful, the Board and Dr. Robinson agree that they will submit the dispute to confidential, binding arbitration before one arbitrator in Tallahassee, Florida, in accordance with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association (hereinafter "AAA") then in effect. The AAA shall provide a list of three arbitrators who are National Academy of Arbitration members. Within ten (10) days of receipt thereof, each party shall strike one, Dr. Robinson shall strike first and notify the University of such choice within ten (10) days of marking of the list and the University shall strike last. Pursuant to the Rules, discovery may include depositions, interrogatories and document production. In any controversy between the University and Dr. Robinson involving the construction, application or enforcement of this Agreement, the arbitrator must base his/her decision upon the written contract and shall not have power to modify, add to or ignore

terms of the Agreement. The written decision of the arbitrator shall be final and conclusive upon both Parties and may be entered in any court having jurisdiction thereof. Arbitrator compensation and administrative fees shall be paid by the University. The Parties agree to pay their own attorney's fees and costs.

To the extent permitted by law, both Parties will use their best efforts to keep any disputes and any efforts to resolve disputes confidential, involving only their respective legal counsel and other persons determined in good faith to have a need to know. To the extent permitted by law, they will also use their best efforts to ensure that such persons do not further disclose any such information. The Board and Dr. Robinson agree that no arbitrator may be an employee at the University or have any material personal or business relationship with the Board, University, or the FAMU Foundation.

**14.0 Personal Contract:**

The obligations and duties of Dr. Robinson as President shall be personal and not assignable or delegable in any manner whatsoever, except as set forth in Board regulations. This Agreement shall be binding upon the heirs, administrators, personal representatives, successors and assigns of both Parties.

**15.0 Notice:**

Unless and until changed by either party giving written notice to the other, the addresses below shall be the addresses to which all notices required or allowed by this Agreement shall be sent:

If to the University: Chair, FAMU Board of Trustees  
Florida A&M University  
Suite 400, Lee Hall  
1601 South MLK Jr. Blvd.  
Tallahassee, Florida 32307

With a copy to: Division of Legal Affairs  
Florida A&M University  
Suite 304 FIAC  
1700 Lee Hall Drive  
Tallahassee, Florida 32307

If to the President: Dr. Larry Robinson  
Office of the President  
Florida A&M University  
Suite 400, Lee Hall  
1601 South MLK Jr. Blvd.  
Tallahassee, Florida 32307

**16.0 Severability:**

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability or any other provision of this Agreement and this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision is not contained herein.

**17.0 Waiver:**

Any party's failure to enforce strict performance of any covenant, term, condition, promise, agreement or undertaking set forth in this Agreement shall not be construed as a waiver or relinquishment of any other covenant, term, condition, promise, agreement or undertaking set forth herein, or waiver or relinquishment of the same covenant, term, condition, promise, agreement or undertaking at any time in the future.

**18.0 Counterparts:**

This Agreement may be executed in counterparts, and by the Parties on separate counterparts each of which, when so executed, shall constitute but one of the same instrument.

**19.0 No Trust Fund:**

Nothing contained herein and no action taken pursuant to the provisions of this Agreement shall create or be construed to create a trust of any kind.

**20.0 Confirmation Required:**

This Agreement shall become effective only upon confirmation of Dr. Robinson's confirmation as President by the Florida Board of Governors.

**21.0 Governing Law:**

This Agreement shall be construed and interpreted, and the rights of the parties determined in accordance with the U.S. and Florida Constitutions and Laws as permissible, and the regulations, policies and procedures of the Board of Governors and FAMU Board of Trustees, as now existing or hereafter promulgated. The Parties hereby agree to submit to the jurisdiction of Florida courts and federal courts located in Florida. Further, the Parties agree that proper venue for any suit concerning this Agreement shall be Leon County, Florida, or the Federal Northern District of Florida.

**22.0 Entire Agreement and Modification:**

This Agreement sets forth the entire agreement between the Parties and shall govern the respective duties and obligations of the Parties, superseding any other written or oral representations, statements, negotiations or agreements to the contrary. This Agreement may be modified or amended only by mutual written consent of the Parties.

**23.0 Public Disclosure:**

The Parties acknowledge that this Agreement is subject to the Florida Public Records Law, Chapter 119, Florida Statutes, or other provisions, and may, therefore be subject to disclosure by and in the manner provided by law.

**24.0 Headings and Miscellaneous:**

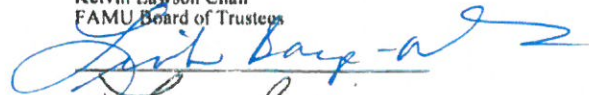
The headings contained in this Agreement are provided for convenience only and shall not be considered in construing, interpreting or enforcing this Agreement. The terms "Board," "FAMU Board of Trustees," "University" and "FAMU" as used herein, where applicable or appropriate, shall be deemed to include or refer to any duly authorized board, committee, officer or employee of said entity.

**IN WITNESS WHEREOF**, Dr. Larry Robinson and the authorized representative of the FAMU Board of Trustees have executed this Agreement on January 25, 2018.

Executed By:

  
Kelvin Lawson Chair  
FAMU Board of Trustees

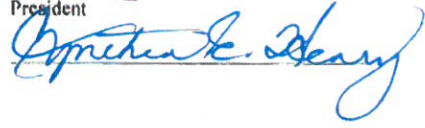
Witness:



Appointment Accepted:

  
Dr. Larry Robinson  
President

Witness:



## 2020/2021 Presidential Goal Setting Timeline

06/01-30/2020

President Robinson will work on his proposed goals for 2020/2021.

07/01/2020

President Robinson will provide his proposed goals to Chair Lawson.

07/02/2020 –  
07/31/2020

Chair Lawson will provide to the Governance Committee the proposed 2020/2021 performance goals and objectives produced by President Robinson. Note: The Committee will work collaboratively with President Robinson to reach mutual agreement regarding his annual goals and objective for the succeeding year.

08/05/2020

The Governance Committee will approve the proposed 2020/2021 goals and objectives presented by President Robinson.

08/06/2020

The Board will approve the 2020/2021 performance goals and objectives and other such criteria as deemed appropriate by the Board.

## Presidential Evaluation Timeline 2019/2020 Review Period

05/01-31/2020

The Governance Committee Chair will meet with President Robinson to discuss the following:

1. The evaluation process
2. Any feedback/suggestions that he would like to contribute related to the aforementioned items.

06/01/2020 –  
07/15/2020

President Robinson will complete a self-appraisal/assessment of his performance as it pertains to the Board approved goals and objectives for the 2019/2020 performance review period and other such criteria as deemed appropriate by the Board. His self-appraisal is due on July 15, 2020.

07/16/2020 –  
07/31/2020

Each Board member will evaluate President Robinson's performance for 2019/2020 and will be provided the following: President Robinson's self-appraisal and the approved evaluation tool for the 2019/2020 performance review period. Chair Lawson will confer with SUS Chancellor Criser to garner his feedback regarding President Robinson's performance.

*Note: The Governance Committee in collaboration with the Office of University Assessment will compile the feedback received from the individual board members.*

08/03/2020

The Governance Committee will provide President Robinson with a draft summary of the evaluation report.

08/05/2020

The Governance Committee will meet and approve its final draft of the evaluation report.

08/06/2020

The Governance Committee will present the evaluation report to the Board for approval.



# **Revised Foundation Budget**



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**ACTION ITEM:**  
**Revised Direct Support Organization (DSO) Budget**  
**FAMU Foundation, Inc.**

Shawnta Friday-Stroud, Ph.D.  
Vice President, University Advancement  
Executive Director, FAMU Foundation, Inc.  
Dean, School of Business and Industry

# Revised FY 2019-2020 Budget

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**Subject:**

Acceptance of Revised FY 2019-2020 FAMU Foundation Budget

**Rationale:**

The DSO Budgets are submitted for acceptance in accordance with FAMU Board of Trustees Policy Number 2018-01. During its April 7, 2020, Board Meeting, the FAMU Foundation Board approved its revised budget to include a \$338,000 financial support to the University as requested.

**Recommendation:**

Acceptance of the Revised FY 2019-2020 FAMU Foundation Budget.

**FAMU FOUNDATION, INC.**  
**PROPOSED OPERATING BUDGETARY REVISION FOR FISCAL YEAR 2019-2020**

	APPROVED REVISED BUDGET**	ACTUAL @ 12/31/2019	PROPOSED REVISION	PROPOSED REVISED BUDGET
<b>REVENUE AND SUPPORT</b>				
Operating Revenue	\$2,902,938	\$2,727,237		\$2,902,938
<i>Endowments and Operating Funds Annual Administrative Fees</i>	<i>\$2,536,938</i>	<i>\$2,536,938</i>		<i>\$2,536,938</i>
<i>Incoming Gifts Fees [7%, 5% or 3%]</i>	<i>\$300,000</i>	<i>\$135,348</i>		<i>\$300,000</i>
<i>Administrative Fees on Miscellaneous Revenue (7%)</i>	<i>\$60,000</i>	<i>\$52,096</i>		<i>\$60,000</i>
<i>Administrative Fees on Disbursements [\$2.50]</i>	<i>\$6,000</i>	<i>\$2,855</i>		<i>\$6,000</i>
License Tags Revenue	\$450,000	\$200,400		\$450,000
Rents and Fees 625 East Tennessee Street	\$60,000	\$28,561		\$60,000
Contingency Revenue	\$100,000	\$0	\$338,000	\$438,000
<b>TOTAL REVENUE AND SUPPORT</b>	<b>\$3,512,938</b>	<b>\$2,956,198</b>	<b>\$338,000</b>	<b>\$3,850,938</b>
<b>EXPENDITURES</b>				
<b>Foundation Operations</b>				
Staff Salaries and Benefits	\$725,000	\$362,500		\$725,000
Contractual Services	\$25,000	\$15,260		\$25,000
General Counsel and Legal Services	\$60,000	\$0		\$60,000
Auditing and Accounting Services	\$75,000	\$28,668		\$75,000
Foundation Board Support	\$90,000	\$71,352		\$90,000
Travel, Registration, Training and Seminars	\$50,000	\$3,346		\$50,000
Memberships and Subscriptions	\$5,000	\$288		\$5,000
Insurance	\$30,000	\$7,232		\$30,000
Janitorial Services	\$30,000	\$14,700		\$30,000
Office Security Monitoring	\$12,000	\$4,505		\$12,000
Office Utilities	\$50,000	\$23,105		\$50,000
Pest Control	\$4,000	\$540		\$4,000
Grounds Maintenance	\$14,000	\$3,950		\$14,000
Software Maintenance	\$160,000	\$145,313		\$160,000
Telephone	\$2,500	\$0		\$2,500
Office Equipment/Furniture	\$23,319	\$15,886		\$23,319
Materials, Printing & Postage	\$20,000	\$16,881		\$20,000
625 E TN Street Renovations	\$100,000	\$79,832		\$100,000
Bank Fees	\$5,000	\$3,907		\$5,000
Donor Outreach Support and Other	\$75,000	\$57,431		\$75,000
Operating Contingency	\$12,171	\$0		\$12,171
Transportation Maintenance	\$2,500	\$48		\$2,500
<b>Total Foundation Operations</b>	<b>\$1,570,490</b>	<b>\$854,744</b>	<b>\$0</b>	<b>\$1,570,490</b>
<b>Office of University Advancement</b>				
Advancement Operations/Development Support	\$135,000	\$135,000		\$135,000
Fundraising Activities [75% License Tags Revenue]	\$337,500	\$150,300		\$337,500
<b>Total Office of University Advancement</b>	<b>\$472,500</b>	<b>\$285,300</b>	<b>\$0</b>	<b>\$472,500</b>
<b>University Support</b>				
University President Compensation	\$388,562	\$388,562		\$388,562
Office of the President	\$100,000	\$100,000		\$100,000
University Auxiliary Support	\$298,485	\$298,485		\$298,485
Board of Trustees Assessment	\$36,000	\$36,000		\$36,000
Board of Governors Assessment	\$14,000	\$13,706		\$14,000
Lobbying Expenses	\$70,000	\$70,000		\$70,000
License Tags Scholarships [25% License Tags Revenue]	\$112,500	\$50,100		\$112,500
Athletics Salary Support	\$134,000	\$130,000		\$134,000
Athletics Scholarships Support	\$300,000	\$300,000		\$300,000
University Executive Support	\$16,401	\$16,401		\$16,401
Athletics Legal Support	\$0	\$0	\$338,000	\$338,000
<b>Total University Support</b>	<b>\$1,469,948</b>	<b>\$1,403,254</b>	<b>\$338,000</b>	<b>\$1,807,948</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,512,938</b>	<b>\$2,543,298</b>	<b>\$338,000</b>	<b>\$3,850,938</b>
<b>REVENUE LESS EXPENDITURES</b>	<b>\$0</b>	<b>\$412,900</b>	<b>\$0</b>	<b>\$0</b>

Initial Fiscal Year 2019-2020 Operating Budget of \$3,019,619 was approved by FAMU Foundation Board of Directors on 05/17/19 and FAMU Board of Trustees on 06/06/19.  
\* Revised Fiscal Year 2019-2020 Operating Budget was approved by the FAMU Foundation Board of Directors on 11/22/2019 and FAMU Board of Trustees on 12/05/2019.



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FLORIDA **A&M** UNIVERSITY



# **COVID-19 Update**

# FAMU Response to COVID-19 Pandemic

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## Crisis Management

- Began close monitoring of the emerging COVID-19 crisis – January 31, 2020
- Throughout the month of February 2020, Senior Leadership held numerous meetings to address implications of the emergency following guidance from the Centers for Disease Control as it related to:
  - Travel Bans (International, Domestic)
  - Impact on International Programs and International Students
  - Health Advisories regarding the spread of the virus and the need for social distancing to protect our students, faculty and staff
- Emergency Management Team – February 28, 2020
- University Emergency Response Team – March 2, 2020
  - Incident Management Team
- Governor Issues Executive Order 2020-52 Declaring State of Emergency – March 9, 2020
- World Health Organization characterizes COVID-19 as a Pandemic – March 11, 2020
- Declaration of FAMU Emergency - March 14, 2020
- Telecommuting Policy – March 18, 2020
- Coronavirus Aid, Relief, and Economic Security (CARES Act) Analysis – Presented to SLT - April 14, 2020
- FEMA information provided by DoA - April 15, 2020
- FEMA Request for Public Assistance (RPA)
- Recipient's Funding Certification and Agreement: Emergency Financial Aid Grants to Students under the CARES Act
- Health and Safety Protocols – Ongoing
- Compliance with Governor's Executive Orders – Ongoing
- Developing Recovery and Reopening Plans

# FAMU Response to COVID-19 Pandemic

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## **Communications**

- Dedicated Website
- FAMUINFO, iStrike, Blackboard Connect and Social Media
- **Town Hall – April 16, 2020**

## **Student Success and Academic Excellence**

- Remote Instruction
- Academic Support Services
- Academic Policies
- Student Engagement
- Library Services
- Graduate Education
- Summer School
- Continuing Education
- FAMU Developmental Research School (DRS)

## **Student Services**

- Online Support: Academic Advising/Tutoring/Mental Health Counseling
- Virtual Spring Preview
- Maintaining Application Processing Timelines
- Online New Student Orientation
- Virtual Campus Tours
- Remote Work Environment
- Staff Safety Training
- Virtual SGA Meetings & Student Body Elections

# FAMU Response to COVID-19 Pandemic

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## **Athletics**

- NCAA & MEAC Funding
- Potential Impact on 2019-2020 and 2020-2021 Budget
- NCAA Legislation
- Cancellation of Spring Sports and Six-Year Eligibility

## **Financial Management and Federal Emergency Relief**

- Tracking Expenditures for Emergency/Budget Management
- **Strategic Budget/Hiring Processes**
- Housing & Student Meal Plan Reimbursements
- *Coronavirus Aid, Relief, and Economic Security Act*
  - \$30.75 billion Education Stabilization Fund
  - Emergency Aid to Students/Regulatory Flexibility
  - HBCU Capital Financing Program Waiver

## **Student Support and Alumni Engagement**

- FAMU Cares Fund
  - \$45,000 Raised to Date
  - 61 Laptops Ordered
  - 9 Students Provided with Travel Funds

## **Community Support**

- Donated Supplies to Two State Agencies and Tallahassee Memorial Healthcare
- FAMU Coronavirus Strike Team – Institute of Allied Health



# FAMU Response to COVID-19 Pandemic

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## Maintaining a First Class Business Infrastructure and Business Continuity

### Technology

- Delivered over 350 laptops to faculty
- Installation of VPN service for staff to work remotely
- Implementation of Zoom for instructional, conferencing and other administrative needs

### Business and Auxiliary Services

- Ensured ongoing delivery of business and food services to students, faculty and staff
- Successful launch of the AIP system in time for Fall, 2020 textbook adoptions

### Facilities, Planning, Construction and Safety

- Enhanced cleaning of campus facilities
- Construction continues to build the physical infrastructure in support of student success

### Staff Development and Compliance

- Ongoing implementation of mandatory training to ensure compliance
- Staff developed through LinkedIn Learning Courses
- Developed administrative guidelines and ensured compliance with Executive Orders, new laws (*Families First Coronavirus Response Act*) and advisories

### Procurement Services

- Contract Management in collaboration with Office of Legal Affairs

### Controller

- Assessing availability of tax credits



# **Construction Projects**

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# **INFORMATION ITEM:**

## **Construction Projects**

**Dr. Alan Robertson**  
**Vice President for Finance and Administration / CFO**

# Major Capital Projects Update

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- ❖ Center for Access and Student Success (CASS)
- ❖ 700 Bed Residence Hall
- ❖ Central Energy Plant (CEP)
- ❖ FAMU Student Service Center Dining Hub
- ❖ Student Amphitheater

# Center for Access and Student Success (CASS)

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# Center for Access and Student Success (CASS)

Project Status Report:		Budget: \$41,000,000	Date: 4/28/2020
Project #:	Project Name:	University Project Manager:	Project Status:
BRFM 337	Center for Access and Student Success	David Rosenfeld/Craig Talton	On Time
Design Status (% Complete):	Designer:	Substantial Completion Date:	
100%	JRA Architects	August 10, 2020	
Construction Status (% Complete):	Contractor:	Occupancy Date:	
60%	Ajax Construction	September 10, 2020	
Timely Completion Risk: COVID-19			
Mitigation Strategy: Contractors Following State & Federal Guidelines			
Project Contracts:	Expenses:	Encumbrances:	Remaining:
\$41,000,000	\$17,783,950	\$22,777,673.45	\$438,376.30

# 700 Bed Residence Hall

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# 700 Bed Residence Hall

<b>Project Status Report:</b>		<b>Budget: \$59,500,000*</b>	<b>Date: 4/28/2020</b>
Project #:	Project Name:	University Project Manager:	Project Status:
BRFM 343	700 Bed Residence Hall	David Rosenfeld/Craig Talton	On Time
Design Status (% Complete):	Designer:	Substantial Completion Date:	
100%	Finrock Design Inc.	July 27, 2020	
Construction Status (% Complete):	Contractor:	Occupancy Date:	
85%	Construct Two Group (CTG)	August 11, 2020	
<b>Timely Completion Risk:</b> Completion of the Central Energy Plant by April 25 <sup>th</sup> <b>Mitigation Strategy:</b> A temporary chiller and boiler will be utilized.			
Project Contracts:	Expenses:	Encumbrances:	Remaining:
\$56,635,386	\$43,295,508	\$12,841,021	\$498,857

**\*Note: An additional \$1M was approved for the residence hall budget during the December BOT Meeting.**



# Central Energy Plant (CEP)



# Central Energy Plant (CEP)

Project Status Report:		Budget: \$3,363,348*	Date: 4/28/2020
Project #:	Project Name:	University Project Manager:	Project Status:
BRFM 343	Central Energy Plant	David Rosenfeld	
Design Status (% Complete):	Designer:	Substantial Completion Date:	
100%	Pinnacle Engineering Group	March 30, 2020	Weather Delay
Construction Status (% Complete):	Contractor:	Occupancy Date:	
98%	Lang Mechanical Inc.	April 30, 2020	
Timely Completion Risk:	Severe weather		
Mitigation Strategy:	Temporary chiller and boiler will be in place until the CEP is completed.		
Project Contracts:	Expenses:	Encumbrances:	Remaining:
\$3,364,614	\$2,859,567	\$529,653	0

**\*Note: An additional \$1M was approved for the CEP budget during the December BOT Meeting.**

# FAMU Student Service Center Dining Hub

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# FAMU Student Service Center Dining Hub

Project Status Report:		Budget: \$9,300,000*	Date: 4/28/2020
Project #:	BRFM 343	Project Name: Student Dining Facility	University Project Manager: Elston Peets
Design Status (% Complete):	100%	Designer: Andy Share and Associates	Substantial Completion Date: Oct 30, 2020
Construction Status (% Complete):	6%	Contractor: CTG/Genterra	Occupancy Date: Nov 30, 2020
Timely Completion Risk:	Severe weather, equipment delivery, COVID-19.		
Mitigation Strategy:	Developer will work with Auxiliary Services, Metz and Genterra weekly to reduce the risk associated with long lead time equipment.		
Project Contracts:	\$9,269,230	Expenses: \$289,250	Encumbrances: \$5,106,870
			Remaining: \$1,103,880

**\*Note: An additional \$5M was approved for the dining hub budget during the December BOT Meeting.**

# FAMU Student Amphitheater



# FAMU Student Amphitheater

Project Status Report:		Budget: \$2,727,934*	Date: 4/28/2020
Project #:	CITF 2019	Project Name: Student Amphitheater	University Project Manager: David Rosenfeld
Design Status (% Complete):	100%	Designer: GRC Architects	Substantial Completion Date: Aug, 2020
Construction Status (% Complete):	90%	Contractor: RAM Construction	Occupancy Date: Sep, 2020
Timely Completion Risk:	Severe weather (impact will be minimal)		
Mitigation Strategy:	None		
Project Contracts:	\$2,227,934	Expenses: \$1,516,624	Encumbrances: \$165,483
			Remaining: \$90,605

\*Note: \$500,000 has been added to the project budget, from the FAMU Foundation to add a canopy to the amphitheater.



# **COVID-19**

## **Potential Impacts**

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# **INFORMATION ITEM:**

## **Potential COVID-19 Impacts**

### **a. CARES Act**

**Dr. Alan Robertson**  
**Vice President for Finance and Administration / CFO**



# CARES Act

	Summer 2020	
	5% reduction	10% reduction
Potential drop in Tuition Revenue due to drop in enrollment	\$ 335,713	\$ 671,426
Potential loss in fees (Parking, Health, Athletic, Activity & Service, Technology, Other Student Fees):	127,940	215,456
<b>SUB-TOTAL POTENTIAL LOSS OF TUITION AND FEES</b>	<b>463,653</b>	<b>886,882</b>
Other Auxiliary Estimated Revenue Loss	786,894	1,573,788
<b>ADDITIONAL COVID-19 FINANCIAL IMPACTS</b>		
Housing Refunds issued for Spring 2020 term (provided mid-April):	2,485,226	2,485,226
Housing Revenue losses for Summer 2020	2,226,538	2,226,538
Meal Plan Refunds/Credits issued for Spring 2020 term (provided mid-April):	1,795,514	1,795,514
Meal Plan and Other lost Food Sales Commissions	158,235	158,235
Other Expenses Incurred (cleaning, international travel returns, etc) Spring 2020	1,225,419	1,225,419
Other Expenses Incurred (cleaning, international travel returns, etc) Summer 2020	1,515,000	1,515,000
Requirement to pay for expanded Paid Sick & Family Leave:	1,936,595	1,936,595
<b>SUB- TOTAL ADDITIONAL COVID-19 FINANCIAL IMPACTS</b>	<b>11,342,527</b>	<b>11,342,527</b>
<b>GRAND TOTAL \$</b>	<b>12,593,074 \$</b>	<b>13,803,197</b>

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# **INFORMATION ITEM:**

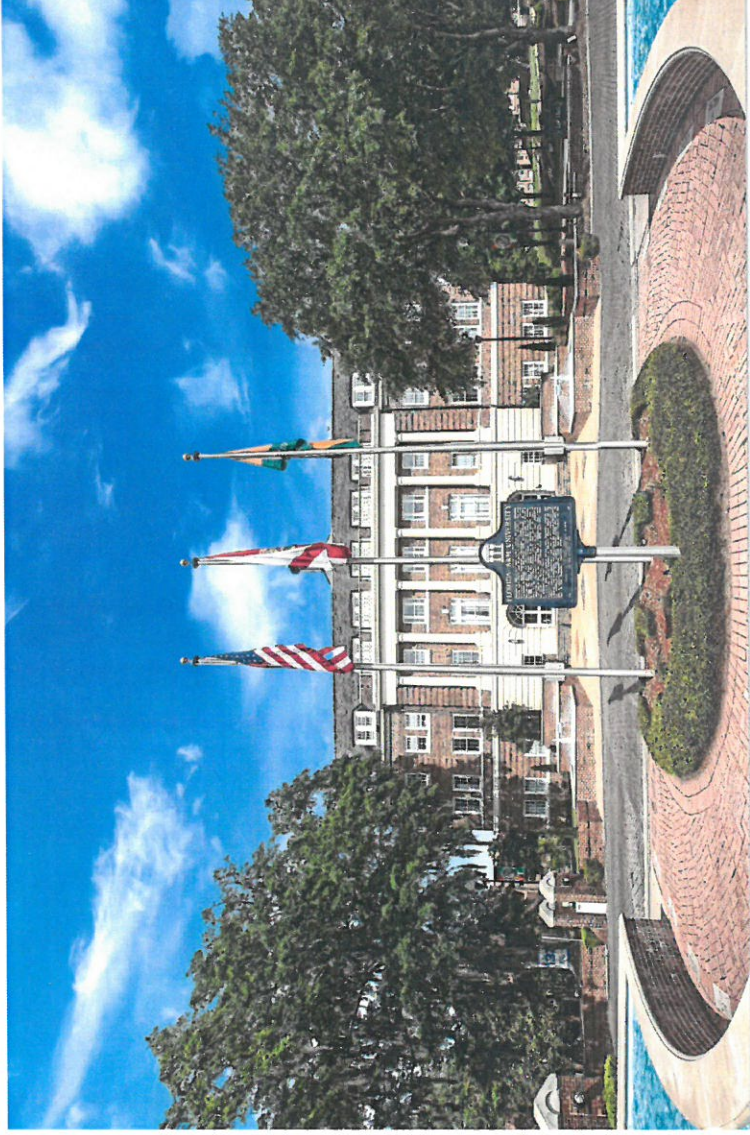
## **Potential COVID-19 Impacts**

### **b. Budget Implications**

**Dr. Alan Robertson**  
**Vice President for Finance and Administration / CFO**

# Budget Implications FY20-21

	Fall/Spring 2020-2021		
	5% reduction		10% reduction
Potential drop in Tuition Revenue due to drop in enrollment:	\$	2,814,334	\$ 5,628,668
Potential loss in fees (Parking, Health, Athletic, Activity & Service, Technology, Other Student Fees):		567,128	1,134,256
<b>SUB-TOTAL POTENTIAL LOSS OF TUITION AND FEES</b>		<b>3,381,462</b>	<b>6,762,924</b>
Housing Revenue losses for Fall/Spring 2020-2021		937,025	1,874,050
Meal Plan and Other lost Food Sales Commissions		42,504	85,008
Other Auxiliary Estimated Revenue Loss for Fall/Spring 2020-2021		1,236,226	2,472,452
<b>SUB-TOTAL POTENTIAL AUXILIARY REVENUE LOSS</b>		<b>2,215,755</b>	<b>4,431,510</b>
<b>GRAND-TOTAL \$</b>	<b>\$</b>	<b>5,597,217</b>	<b>11,194,434</b>



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