



**Board of Trustees Conference Call  
Meeting Minutes  
Thursday, April 2, 2020**

Chair Kelvin Lawson called the meeting to order. Trustees Cavazos, Harper, Lawrence, Lawson, Moore, Moricette, Perry, Reed, Washington, and Woody were present, establishing a quorum. Trustee Dortch joined the meeting after the roll-call was completed.

The first item on the agenda was consideration of a revision to the 2019-2020 Carry-Forward Spending Plan. Vice President and CFO Alan Robertson was recognized. He explained that on March 11, 2020, the University moved to remote instruction because of COVID-19 and students were instructed not return to University housing. The University developed a plan to provide partial refunds to students for unused dining plans and housing. He stated that through Executive Order 20-91, Governor DeSantis provided that universities could use carry-forward dollars to cover those refunds.

VP Robertson explained that the University was requesting that the Board revise its 2019-2020 Carry-Forward Spending Plan by redirecting 4.3M, which was originally earmarked for financial aid, to instead cover the prorated refunds to students. Specifically, 2.5M would be used for housing refunds and 1.8M for meal plan refunds. Trustee Moore moved that the Board amend its FY 2019-2020 Carry-Forward Spending Plan. The motion was seconded by Trustee Woody and was approved unanimously.

Next President Robinson updated the Board on measures taken by the University to address the coronavirus pandemic. The initial actions were restricting University related international travel and establishing the Incident Management Team, which closely followed guidance provided by the Centers for Disease Control and the Department of Health. The University took a number of additional steps including:

- Continuing to prioritize the safety of FAMU students, faculty, staff and the entire FAMU community in accord with CDC guidelines;
- Instituting remote instruction for the study body;
- Providing training and support to over 450 faculty members to prepare them for online instruction;
- Imposing temporary restrictions of on-campus operations, so that only essential personnel are on campus;
- Extending remote work through the end of April (April 30, 2020);
- Providing communications regarding essential employee determination consistent with the Governor's order and other federal and state guidance; and
- Providing resources to students, faculty, and staff with regard to health and safety; housing; support for students through FAMU Cares; Families First Coronavirus Response Act (FFCRA); Remote work; Procurement; and Human Resources.

President Robinson shared that the University continues to monitor the pandemic daily. Several Trustees commended the University on its thorough response to COVID-19 and asked to be kept abreast of any developments.

With there being no further business, the meeting adjourned.