

UCF BOARD OF TRUSTEES

{Committee name}

{Date}

Title: *{Brief description of requested action by Committee or Board.}*

Background:

{This section should include the information that has occurred or has been previously addressed regarding the requested action that forms the basis for the recommendation that is coming to the Committee or the Board at this time.}

Issues to be Considered:

{This section should include all issues to be decided by the Committee or the Board in arriving at a decision on the request being presented. All facts, pro and con, relative to each decision point should be identified in this section.}

Alternatives to Decision:

{This section will identify any reasonable alternatives available to the decision being recommended other than a simple denial of the requested action.}

Fiscal Impact and Source of Funding:

{This section should identify the actual financial cost of the decision to the University, the specific funding source account and any restrictions on the proposed funding source.}

Recommended Action:

{This section should state the staff's recommendation with specificity.}

Authority for Board of Trustees Action:

{Cite the statute(s) or university regulation(s) that enables the board to take the proposed action.}

Committee Chair or Chairman of the Board approval:

{The Committee Chair or Chairman of the Board must approve all agenda items before they are posted publicly.}

Submitted by:

{List Senior Officer(s) that is sponsoring the proposed action.}

Supporting Documentation:

{Attach supporting documentation, noted as Attachment A, Attachment B and so on.}

Facilitators/Presenters:

{List facilitators/presenters who will be in the room on meeting date.}