

UCF BOARD OF TRUSTEES

Agenda Item Summary

{Committee name}

{Date}

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

Information

Information for upcoming action

Action

Meeting Date for Upcoming Action: _____

Purpose and 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. This section should also include documentation of how the president's goals were strategically considered in the development of the agenda item.}

Background Information:

{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.}

Recommended Action:

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

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.}

Authority for Board of Trustees Action:

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

Contract Reviewed/Approved by General Counsel N/A

{Indicate by checking the box above that the contract have been reviewed by General Counsel or check N/A if not applicable}

Committee Chair or Chair of the Board has approved adding this item to the agenda

{Indicate by checking the box above that the Committee Chair or Chair of the Board has approved the agenda item 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 and/or presenters responsible for moderating the discussion on meeting date.}