



MICHIGAN STATE UNIVERSITY  
**BOARD OF TRUSTEES**  
Executive Action Summary

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Committee Name-Attachment XX

**Committee Name** [BF, AA, ARC, SLC]

**Date** [Meeting Date]

**Agenda Item:** [Title of Resolution]

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Information

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Review

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Action

**Resolution:**

[BE IT RESOLVED, that the Board of Trustees of Michigan State University hereby approves \_\_\_\_\_.]

**Recommendation:**

[The Trustee Committee on XXX recommends that the Board of Trustees authorize \_\_\_\_\_.]

**Prior Action by BOT:** [May not be applicable. If applicable insert date(s) and description of action(s).]

**Responsible Officers:** Name, TITLE

Name, TITLE

Name, TITLE

Name, TITLE

**Summary:** [Summarize recommended action. If applicable, include description of project, communication plan, timetable, etc.]

- [Bullet points can be used as appropriate]

**Background Information:**

[Provide background related to recommended action. Identify and describe the history of the topic or the issue that the recommended action addresses.]

**Source of Funds:**

[May not be applicable. If applicable, indicate how the project will be funded.]

**Resource Impact:**

[May not be applicable. If applicable, discuss impact on campus resources, cost and/or savings associated with the action and/or implementing the action.]