Committee Name [BF, AA, ARC, SLC]  

Agenda Item: [Title of Resolution]  

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.]