

[Meeting Date]

MEMORANDUM

To: Committee on _____

From: _____

Subject: _____

RECOMMENDATION

It is recommended that the Board of Trustees _____.

RESOLUTION

BE IT RESOLVED, that the Board of Trustees of Michigan State University hereby

_____.

BACKGROUND

cc: Board of Trustees, S. Stanley, T. Woodruff, M. Woo, N. Beauchamp, B. Quinn,
N. Barr, M. Zeig **[ADD OTHERS AS NEEDED BASED ON SUBJECT MATTER]**