

### Board of Trustees

Select meeting from dropdown menu → **Full Board Meeting**  
Put date of meeting in box → **September 14, 2023**

Subject: Approval, Update, Discussion, Acceptance of

The subject should be a short title of the agenda item. Example: Approval of the Board Memo  
←

---

**Recommended Action:**

Insert Text Here

← The recommended action should be the full action description.  
Example: Approval of the Update to Board of Trustees Memorandum  
Template as presented.

**Background Information:**

Insert Text Here

← Brief history, pro/cons, concerns, etc.

**Implementation Plan:**

Insert Text Here

← Timeline and plan

**Fiscal Implications:**

Insert Text Here

← Funding needs and source

**Relevant Authority:**

Insert Text Here

← Cite the relevant statutes, BOG regulations, and UWF regulations and policies.

---

**Supporting Documents:**

- ← List in the order they should appear on the agenda.
1. List in the order they should be attached to the agenda.
  2. Text

**Prepared by:**

Name, Title, Department, Division, Phone Number, Email

← List the person or persons that prepared the agenda item.

**Presenter:**

Name, Title, Department, Division

← List the person or persons that will present to the board.