

**Board of Trustees**Select meeting from dropdown menu → **Full Board Meeting**  
Put date of meeting in box → **September 12, 2024****Memo Title** ← The Memo Title should be a short title of the agenda item.**Recommended Action:** ← The recommended action should be the full motion the board will vote on. Example: Approve the updated Board of Trustees memorandum template as presented.  
Motion: Approval, Update**Background Information:** ← Brief history, pro/cons, concerns, etc.  
Insert Text Here**Implementation Plan:** ← Timeline and plan  
Insert Text Here**Fiscal Implications:** ← Funding needs and source  
Insert Text Here**Relevant Authority:** ← Cite the relevant statutes, BOG regulations, and UWF regulations and policies.  
Insert Text Here**Supports Strategic Direction(s):** ← List the Strategic Direction(s) this item supports.  
Insert Text Here**Documents:** ← List in the order they should appear in the agenda package.  
1. List in the order they should be attached to the agenda.  
2. Text  
Titles of documents should match this listing and docs should be ADA ready.**Prepared by:** ← List the person or persons that prepared the agenda item.  
Name, Title, Department, Email**Presenter:** ← List the person the Chair will call on to present to the board.  
Name, Title