

BOARD ACTION MEMO – SAMPLE FORMAT

<Date>

MEMORANDUM

TO: <Name>
Chair, Board of Regents
*[NOTE: Only **personnel** action memos that are for **committee action only** (e.g. approval of salary ranges) should be addressed to Personnel Committee Chair; Other action through personnel committee for full BOR should be addressed to BOR Chair]*

VIA: David Lassner
President

VIA: <Name>
<Chancellor / Vice President>

FROM: <Name>
<Dean / Director / Title>

SUBJECT: NATURE OF REQUEST [All CAPS]

SPECIFIC ACTION REQUESTED:

[No Indentation, Arial font, Size 12 or adjust as necessary]

RECOMMENDED EFFECTIVE DATE:

[Upon Board of Regents approval or Date]

ADDITIONAL COST:

[If no costs are associated with this request, indicate here]

PURPOSE:

[Provide purpose of request]

BACKGROUND:

[Cite the BOR policy if applicable; Provide all pertinent details/justification of request]

ACTION RECOMMENDED:

[State recommended action(s)]

Enclosure(s) / Attachment(s)

[appropriate supporting documents such as CV, salary placement worksheet, MOA, etc.]

c: Executive Administrator and Secretary of the Board <Last Name>