

A Completed EXECUTIVE SUMMARY COVER PAGE should be provided using the following template:

Purdue University Board of Trustees

**TEMPLATE FOR
1-PAGE EXECUTIVE SUMMARY**

INTRA-AGENCY ADVISORY AND DELIBERATIVE MATERIAL

MEMORANDUM

Executive Summary of Upcoming Board Review or Action Item

DATE:

TO: Board of Trustees

FROM: [Name], Primary Contact, (765) 555-5555; john.doe@purdue.edu

CC: [Name], Secondary Contact, (765) 555-5556; jane.doe@purdue.edu

SUBJECT: [Submission of Proposal for.....]

Purpose:

- This item is recommended for discussion by the Board in executive session.
- This item is recommended for discussion by the _____ Committee at its meeting.
- X This item will require a formal vote by the Academic Affairs Committee at its meeting.**
- This item will require a formal vote by the Board in the Stated Meeting.
- This item will be presented in a formal resolution for action at the Stated Meeting.

Attachments: [List any attachments to the memo as Exhibits or Appendices or note, "No Attachments"] The following attachments accompany this memo:

Executive Summary (1-page): [Provides a high level narrative and should provide some interpretative commentary surrounding any data or other graphical information being provided in any attachments.]

Concluding thought: The purpose of the Executive Summary is to ensure the trustees know an item will be discussed at the meetings, to give them a general understanding, and to provide contact information if they have early questions. Please keep it to one page, and limit attachments to only those needed to provide a useful introductory overview.