***Words in italics are to be deleted in the completed form*** **AGENDA ITEM NO:**

### UNIVERSITY OF SASKATCHEWAN

BOARD OF GOVERNORS

**FOR INFORMATION ONLY**

*(****should not exceed 2 pages in length****)*

|  |  |
| --- | --- |
| **SUBJECT:** *(concise title as it will appear on board agenda)* | |
| **PRESENTED BY:**  *(name & title of individual(s) presenting the item)*  **SENIOR SPONSOR:**  *(name & title of President, VP or other individual sponsoring the item; ONLY INCLUDE IF APPLICABLE)* | **DATE OF MEETING:**  *(date of actual board meeting)* |
| **DISCLOSURE STATUS OF THIS ITEM FOLLOWING BOARD’S DECISION:**  [Completely Confidential, Details Confidential, Not Confidential (no announcement) or Not Confidential (to be publicized – and proposed date of release)]  *(choose the one that applies and delete the rest)* | |

**EXECUTIVE SUMMARY:**

*(Provide a high level summary of the information being brought to the Board.)*

**CONTEXT AND BACKGROUND:**

*(State the reason for bringing this information forward, including related previous board discussions and/or decisions, if any. Is this information in response to a request from the Board (i.e. regular report or special report), or advance notice of a project or initiative that will be brought forward at a future date for decision? Or just to keep the Board informed.)*

**NEXT STEPS AND TIMELINE:**

*(Indicate what further action is required, by whom and on what schedule, including any plans for communicating this information more broadly.)*

**ATTACHMENTS OR RELATED REFERENCE MATERIALS:**

*(List attachments (5 pages max); and list related supplementary documents – included in the reference section at the end of board materials.)*