

Request for Minerva Executive Board Action

Action: New Policy
 New Procedure
 Amended policy
 Amended procedure

(Name of policy or description of action)

Presented by: (Name of person or committee presenting action)

Summary: (A short summary of the requested Board action.)

Supporting information:

- A. Rationale for the request.
- B. How will the proposal for action help MINERVA?
- C. Why is the action needed at this time?

Who is responsible for follow-up and what type of follow-up is anticipated?

Time frame for completion or implementation of project.

MOTION:

(The proposed item for action, the actual words of the motion.)

Electronic File Copy Received	Yes	No
Date submitted: _____		
For agenda date: _____		
Action:		
Approved:	Yes	No
Returned to committee:	Yes	No
Approved policies/procedures published on website:	Yes	No
Approved policies/procedures distributed via email:	Yes	No