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| Report title: | Title to match agenda title exactly |
| Report to: |  |
| Date: | Full Month, Day, Year |
| Author(s)/Presenter(s):  | Full Name, Full Title |

1. RECOMMENDATION:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. PURPOSE / EXECUTIVE SUMMARY:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. BACKGROUND:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. DISCUSSION:

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1. LINK TO STRATEGIC PLAN:

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| **STRATEGIC PLAN 2022-2025** |
| **LEARNER DRIVEN** |
| **Goal 1: Provide Flexible, Personalized, and Lifelong Learner Experiences** |[ ]
| **PEOPLE** |
| **Goal 2: Empower Our People to Foster a High-Quality, Innovative, Learner-Driven Culture** |[ ]
| **Goal 3: Create an Equitable, Diverse, and Inclusive Work Environment** |[ ]

1. STUDENT IMPACT:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. FINANCIAL IMPACT:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. HUMAN RESOURCES IMPACT:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. GOVERNMENT / REGULATORY / LEGAL IMPACT:

Enter text here (Font: Calibri, 12 / single space, justified/full block)

1. COMMUNICATIONS:

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1. CONCLUSION:

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Respectfully submitted: Approved for submission:

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Full Name Full Name

Full title, change as appropriate President and CEO

**Appendices:**

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| Appendix A: Appendix B:  |