



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY  
TO THE BOARD OF TRUSTEES

MEMORANDUM

**TO:** Pre-Agenda Review Committee

**FROM:** Mr. Jon G. Waggoner, Secretary to the Board of Trustees

**RE:** 2025-2026 Submission of Board Meeting Materials Schedule

**DATE:** February 20, 2025

On February 7, 2025, the Board of Trustees approved the 2025-2026 meeting dates. The schedule for the submission, review, and publication of the board meeting material shall be as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Agenda Review</u>	<u>Committee Chair Calls</u>	<u>Post Materials</u>
04/04/2025	03/05/2025	03/19/2025	03/24/2025	03/26/2025
06/06/2025	05/07/2025	05/21/2025	05/27/2025*	05/28/2025
09/12/2025	08/13/2025	08/27/2025	09/02/2025*	09/03/2025
11/21/2025	10/22/2025	11/05/2025	11/10/2025	11/12/2025
02/13/2026	01/14/2026	01/28/2026	02/02/2026	02/04/2026
04/17/2026	03/18/2026	04/01/2026	04/06/2026	04/08/2026
06/05/2026	05/06/2026	05/20/2026	05/26/2026*	05/27/2026

\*Monday is a holiday; therefore, the applicable meeting will occur on Tuesday.

The materials are due **no later than 12:00 p.m.** on the applicable “Materials Due” date. Any materials received after the deadline will not be included until the next review period. By observing the deadlines, you allow enough time for our office to make any necessary changes in a timely manner.

If you have any questions or concerns, please contact our office.

cc: Board of Trustees

Dr. Christopher B. Roberts, President