



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

March 2, 2018

MEMORANDUM TO: AU Board of Trustees Agenda Review Committee

RE: Updated Schedule for Board Meeting Materials

On February 9, 2018, the Auburn University Board of Trustees approved the meeting schedule for 2018-2019. At this time, we are posting deadlines for receipt in the President's Office of materials for inclusion on the respective meeting agenda. We are scheduling meetings for one day; however, you should also hold Thursday afternoon, should there be a need for Committee meetings or workshops. The updated schedule for 2018-19 is as follows:

<u>Meeting</u>	<u>Materials due</u>	<u>Agenda Review Meeting</u>	<u>Post Books</u>
04/20/2018	03/21/2018	04/05/2018	04/12/2018
06/08/2018	05/09/2018	05/16/2018	05/31/2018
09/14/2018	08/22/2018	08/29/2018	09/06/2018
11/16/2018	10/24/2018	10/31/2018	11/8/2018
02/15/2019	01/23/2019	01/30/2019	02/07/2019
04/12/2019	03/20/2019	03/27/2019	04/04/2019
06/07/2019	05/15/2019	05/22/2019	05/30/2019

By observing the "**Materials Due**" deadlines, you enable us to make changes to adequately prepare for the agenda review meeting, discuss agenda items with Board Committee Chairs, and permit sufficient time for material distribution. Materials should be delivered to the President's Office, no later than **12:00 noon** on the "Materials Due" date. The AU Board of Trustees agenda review meetings are all scheduled for 9:00 a.m., in the President's Office Board Room.

Should you have any questions concerning this schedule, please let me know.

Grant Davis
Secretary to the Board of Trustees

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c: Board of Trustees
President Steven Leath