




AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

MEMORANDUM

TO: Agenda Review Committee

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

RE: 2022-2023 Schedule Submission of Board Meeting Materials

DATE: February 15, 2022

On February 4, 2022, the Board of Trustees approved the meeting dates for 2022-2023. The approved schedule for submitting materials to our office, the review of the submitted material, and publication of the material is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Agenda Review</u>	<u>Committee Chair Call</u>	<u>Post Materials</u>
04/22/2022	03/23/2022	04/06/2022	04/11/2022	04/13/2022
06/17/2022	05/18/2022	06/01/2022	06/06/2022	06/08/2022
09/16/2022	08/17/2022	08/31/2022	09/06/2022*	09/07/2022
11/11/2022	10/12/2022	10/26/2022	10/31/2022	11/02/2022
02/03/2023	01/04/2023	01/18/2023	01/23/2023	01/25/2023
04/14/2023	03/15/2023	03/29/2023	04/03/2023	04/05/2023
06/09/2023	05/10/2023	05/24/2023	05/30/2023*	05/31/2023

*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, if any such changes arise, in a timely manner.

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

cc: Board of Trustees
President Gogue