



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: 2024-2025 Submission of Board Meeting Materials Schedule
DATE: January 7, 2024

On February 2, 2024, the Board of Trustees approved the 2024-2025 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>
04/12/2024	03/06/2024	03/20/2024	04/01/2024	04/03/2024
06/07/2024	05/08/2024	05/22/2024	05/28/2024*	05/29/2024
09/06/2024	08/07/2024	08/21/2024	08/26/2024	08/28/2024
11/15/2024	10/16/2024	10/30/2024	11/04/2024	11/06/2024
02/07/2025	01/08/2025	01/22/2025	01/27/2025	01/29/2025
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

*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