



OFFICE OF
THE PRESIDENT

AUBURN UNIVERSITY

Sesquicentennial

July 19, 2006

MEMORANDUM TO: President's Cabinet

RE: Schedule for Board Meeting Materials

On June 30, 2006, the Auburn University Board of Trustees approved a schedule of meeting dates for 2006-2007. Listed below are deadlines for receipt in this office of materials for inclusion on the respective meeting agenda. The schedule for 2006-07 is as follows:

<u>Meeting</u>	<u>Materials to President</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
8/4/06	****	****	7/27/06
9/1/06	8/3/06	8/17/06	8/24/06
11/10/06	10/12/06	10/26/06	11/2/06
2/2/07	1/04/07	1/18/07	1/25/07
4/27/07	3/29/07	4/12/07	4/19/07
6/29/07	5/31/07	6/14/07	6/21/07

Please observe "**Materials to President**" deadlines. By doing so, it will be possible to make needed changes, prepare adequately for the President's Cabinet Meeting, discuss agenda items with Board Committee Chairs, and permit sufficient time to assemble the books for mailing. Eight (8) copies of this material should be delivered to the Office of the General Counsel by no later than 12:00 noon on the materials due date. All Cabinet Meetings have been scheduled for 8:00 a.m., in the President's Office Board Room.

The August 4 meeting is to discuss only scholarships and; therefore, no additional agenda items will be included, nor will a Cabinet Meeting be held.

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

Ed Richardson
Interim President

c: Board of Trustees

Mr. Grant Davis

Owing much to the past, Auburn's greater debt is ever to the future.