



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

July 17, 2007

MEMORANDUM TO: President's Cabinet

RE: Schedule, Board Meeting Materials

The Auburn University Board of Trustees on June 29, approved a schedule of meeting dates for 2007-2008. At this time, we are posting deadlines for receipt in the President's Office of materials for inclusion on the respective meeting agenda. The schedule for 2007-08 is as follows:

<u>Meeting</u>	<u>Materials to President</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
8/30-31/07	8/01/07	8/16/07	8/23/07
11/1-2/07	10/3/07	10/18/07	10/25/07
1/31 - 2/1/08	1/07/08	1/17/08	1/24/08
4/24-25/08	3/26/08	4/10/08	4/17/08
6/26-27/08	5/28/08	6/12/08	6/19/08

Please observe "**materials to President**" deadlines. By doing so, it will be possible to make changes if needed, 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. This material should be delivered to Ms. Beth Weed in the President's Office 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.

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

Grant Davis

Secretary to the Board of Trustees

smw

c: Board of Trustees
President Jay Gogue