



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

July 15, 2008

MEMORANDUM TO: President's Cabinet

RE: Schedule, Board Meeting Materials

The Auburn University Board of Trustees on June 27, approved a schedule of meeting dates for 2008-2009. Listed below are those dates, with the exception of the June Meeting which is now scheduled for June 18-19 rather than June 25-26. 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 two days, however depending upon the length of the agenda, the meeting could be limited to one day. The schedule for 2008-09 is as follows:

<u>Meeting</u>	<u>Materials to President</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
8/28-29/08	7/29/08	8/14/08	8/21/08
11/6-7/08	10/7/08	10/22/08	10/30/08
1/29-30/09	1/05/09	1/15/09	1/22/09
3/26-27/09	2/25/09	3/12/09	3/19/09
6/18-19/09	5/20/09	6/4/09	6/11/09

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. Jolene Patterson in the President's Office by no later than **12:00 noon** on the materials due date. All Cabinet meetings have been 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

smw

c: Board of Trustees
President Jay Gogue