



AUBURN UNIVERSITY
OFFICE OF THE PRESIDENT

July 13, 2009

MEMORANDUM TO: President's Cabinet

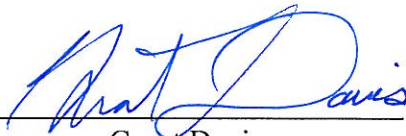
RE: Schedule, Board Meeting Materials

The Auburn University Board of Trustees on June 19, approved a schedule of meeting dates for 2009-2010. 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 one day, however you should hold Thursday afternoon should there be a need for Committee meetings, the meeting could be limited to one day. The schedule for 2008-09 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
9/25/09	8/27/09	9/2/09	9/10/09	9/17/09
11/6/09	10/8/09	10/14/09	10/22/09	10/29/09
2/5/10	1/7/10	1/13/10	1/21/10	1/28/10
3/26/10	2/25/10	3/3/10	3/11/10	3/18/10
6/18/10	5/19/10	5/27/10	6/3/10	6/10/10

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 Pre-Cabinet and 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