



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

June 29, 2010

MEMORANDUM TO: President's Cabinet

RE: Schedule for Board Meeting Materials

On June 18, 2010, the Auburn University Board of Trustees approved a meeting schedule for 2010-2011. 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 also hold Thursday afternoon should there be a need for Committee meetings. The schedule for 2010-11 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
9/24/10	8/26/2010	09/02/2010	09/08/2010	9/16/2010
11/12/10	10/14/2010	10/21/2010	10/28/2010	11/4/2010
02/4/11	01/6/2011	01/13/2011	01/20/2011	01/27/2011
04/15/11	03/17/2011	03/24/2011	03/31/2011	04/07/2011
06/17/11	05/19/2011	05/26/2011	06/01/2011	06/09/2011

By observing the "**materials due**" deadlines, you enable us to make changes to adequately prepare for the President's Cabinet meeting, discuss agenda items with Board Committee Chairs, and permit sufficient time to assemble the books for distribution. Material should be delivered to Ms. Jolene Patterson, in the President's Office, 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