



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

May 25, 2011

MEMORANDUM TO: President's Cabinet

RE: Schedule for Board Meeting Materials

On April 15, 2011, the Auburn University Board of Trustees approved a meeting schedule for 2011-2012. 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 2011-12 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Mail Books</u>
09/09/2011	08/09/2011	08/18/2011	08/25/2011	09/01/2011
11/18/2011	10/18/2011	10/25/2011	11/03/2011	11/10/2011
02/03/2012	01/04/2012	01/11/2012	01/19/2012	01/26/2012
04/20/2012	03/21/2012	03/28/2012	04/05/2012	04/12/2012
06/22/2012	05/23/2012	05/30/2012	06/07/2012	06/14/2012

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 the material 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