



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

May 22, 2012

MEMORANDUM TO: President's Cabinet

RE: Revised Schedule for Board Meeting Materials

On April 20, 2012, the Auburn University Board of Trustees approved a meeting schedule for 2012-2013. 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 2012-13 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Post Books</u>
06/22/2012	05/23/2012	05/30/2012	06/07/2012	06/14/2012
09/21/2012	08/22/2012	08/30/2012	09/06/2012	09/13/2012
11/16/2012	10/16/2012	10/23/2012	11/01/2012	11/08/2012
02/01/2013	01/03/2013	01/09/2013	01/17/2013	01/24/2013
04/12/2013	03/13/2013	03/20/2013	04/02/2013	04/04/2013
06/21/2013	05/22/2013	05/29/2013	06/06/2013	06/13/2013

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 for 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