



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY  
TO THE BOARD OF TRUSTEES

October 22, 2013

MEMORANDUM TO: President's Cabinet

RE: **Revised** Schedule for Board Meeting Materials

On February 1, 2013, the Auburn University Board of Trustees approved a meeting schedule for 2013-2014. 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 2013-14 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Post Books</u>
04/12/2013	03/13/2013	03/21/2013 @ 1:30 p.m.	04/02/2013	04/04/2013
06/21/2013	05/16/2013	05/21/2013	05/29/2013	06/13/2013
09/13/2013	08/14/2013	08/22/2013	08/29/2013	09/05/2013
11/15/2013	10/16/2013	10/22/2013	10/29/2013	11/07/2013
02/07/2014	01/08/2014	01/14/2014	01/23/2014	01/30/2014
04/11/2014	03/12/2014	03/20/2014	03/27/2014	04/03/2014
06/27/2014	05/28/2014	06/05/2014	06/12/2014	06/19/2014

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. (Please note all revisions highlighted in **red**.)

Should you have any questions concerning this schedule, please let me know.

Grant Davis  
Secretary to the Board of Trustees

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c: Board of Trustees  
President Jay Gogue

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