



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

February 12, 2014

MEMORANDUM TO: President's Cabinet

RE: Schedule for Board Meeting Materials

On February 7, 2014, the Auburn University Board of Trustees approved a meeting schedule for 2014-2015. 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 2014-15 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Post Books</u>
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
09/05/2014	08/04/2014	08/13/2014	08/21/2014	08/28/2014
11/07/2014	10/07/2014	10/15/2014	10/23/2014	10/30/2014
02/06/2015	01/07/2015	01/14/2015	01/22/2015	01/29/2015
04/17/2015	03/18/2015	03/25/2015	04/02/2015	04/09/2015
06/05/2015	05/06/2015	05/13/2015	05/21/2015	05/28/2015

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