



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

March 3, 2016

MEMORANDUM TO: President's Cabinet

RE: Updated Schedule for Board Meeting Materials

On February 5, 2016, the Auburn University Board of Trustees approved the meeting schedule for 2016-2017. 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 updated schedule for 2016-17 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Post Books</u>
04/08/2016	03/02/2016	03/09/2016	03/24/2016	03/31/2016
06/10/2016	05/11/2016	05/18/2016	05/26/2016	06/02/2016
09/16/2016	08/17/2016	08/24/2016	09/01/2016	09/08/2016
11/18/2016	10/19/2016	10/26/2016	11/03/2016	11/10/2016
02/03/2017	01/04/2017	01/11/2017	01/19/2017	01/26/2017
04/07/2017	03/01/2017	03/07/2017	03/23/2017	03/30/2017
06/09/2017	05/10/2017	05/17/2017	05/25/2017	06/02/2017

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. Materials 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
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