



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

January 26, 2017

MEMORANDUM TO: President's Cabinet

RE: Schedule for Board Meeting Materials

On February 3, 2017, the Auburn University Board of Trustees approved the meeting schedule for 2017-2018. At this time, we are posting revised 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 2017-18 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Pre-Cabinet</u>	<u>Cabinet Meeting</u>	<u>Post Books</u>
04/07/2017	03/01/2017	03/07/2017	03/23/2017	03/30/2017
06/09/2017	05/03/2017	05/09/2017	05/17/2017	06/02/2017
09/15/2017	08/15/2017	08/23/2017	08/31/2017	09/07/2017
11/10/2017	10/12/2017	10/18/2017	10/26/2017	11/02/2017
02/09/2018	01/10/2018	01/17/2018	01/25/2018	02/01/2018
04/20/2018	03/21/2018	03/28/2018	04/05/2018	04/12/2018
06/08/2018	05/09/2018	05/16/2018	05/24/2018	05/31/2018

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. As a reminder the Pre-Cabinet Meetings are attended by an assigned group.

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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