



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

August 8, 2019

MEMORANDUM TO: AU Board of Trustees Agenda Review Committee

RE: **Revised** 2019-2020 Schedule for Board Meeting Materials

On February 15, 2019, the Auburn University Board of Trustees approved the meeting schedule for 2019-2020. 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 or workshops. The revised schedule for 2019-2020 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Agenda Review</u>	<u>Post Materials</u>
09/13/2019	08/14/2019	08/28/2019	09/04/2019
11/22/2019	10/22/2019	11/05/2019 @ 9:30 a.m.	11/13/2019
02/07/2020	01/08/2020	01/22/2020	01/29/2020
04/17/2020	03/17/2020	04/01/2020	04/08/2020
06/05/2020	05/06/2020	05/20/2020	05/27/2020

By observing the "**Materials Due**" deadlines, you enable us to make changes to adequately prepare for the Agenda Review Committee meeting, discussing agenda items with Lead Trustees of the Board of Trustees committees, and permit sufficient time for material distribution. Materials should be delivered to the President's Office, no later than **12:00 p.m.** on the "Materials Due" date. The AU Board of Trustees Agenda Review Committee Meetings are all scheduled for 9:00 a.m., with the exception of the Agenda Review Committee meeting on November 5, 2019, in the President's Office Board Room.

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

Jon G. Waggoner
Secretary to the Board of Trustees

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c: Board of Trustees
Interim President Jay Gogue