



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY  
TO THE BOARD OF TRUSTEES

February 12, 2020

MEMORANDUM TO: AU Board of Trustees Agenda Review Committee

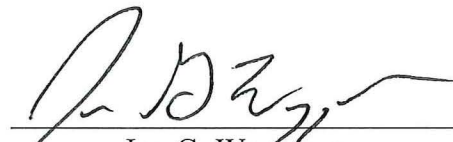
RE: 2020-2021 Schedule for Board Meeting Materials

On February 7, 2020, the Auburn University Board of Trustees approved the meeting schedule for 2020-2021. Currently, 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 or workshops. The approved schedule for 2020-2021 is as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Agenda Review</u>	<u>Post Materials</u>
04/17/2020	03/17/2020	04/01/2020	04/08/2020
06/05/2020	05/06/2020	05/20/2020	05/27/2020
<b>09/04/2020</b>	<b>08/04/2020</b>	<b>08/19/2020</b>	<b>08/26/2020</b>
<b>11/20/2020</b>	<b>10/20/2020</b>	<b>11/04/2020</b>	<b>11/11/2020</b>
<b>02/05/2021</b>	<b>01/06/2021</b>	<b>01/20/2021</b>	<b>01/27/2021</b>
<b>04/16/2021</b>	<b>03/16/2021</b>	<b>03/31/2021</b>	<b>04/07/2021</b>
<b>06/11/2021</b>	<b>05/11/2021</b>	<b>05/26/2021</b>	<b>06/02/2021</b>

By observing the "Materials Due" deadlines, you enable us to make changes to adequately prepare for the Pre-Agenda Review and Agenda Review Committee meetings, 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 Pre-Agenda Review Committee meeting and Agenda Review Committee Meetings are all 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.



Jon G. Waggoner  
Secretary to the Board of Trustees

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c: Board of Trustees  
President Jay Gogue