## SCHEDULE OF EVENTS FOR BOARD MEETING PREPARATION

<table>
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<th>8TH WEEK</th>
<th>5TH WEEK</th>
<th>4TH WEEK</th>
<th>3RD WEEK</th>
<th>2ND WEEK</th>
<th>1 WEEK PRIOR</th>
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* THURSDAY-FRIDAY, NORMAL BOARD MEETING DAYS

### Eight weeks before board meeting:
1. The Secretary of the Board by memorandum informs staff of deadlines for possible agenda items, agenda meeting date, deadline for Consent Agenda and Information Agenda items, Agenda Book mailing date.

### Five weeks before board meeting:
2. List of preliminary items due in Office of Board of Regents by 9:00 a.m.
3. Hard copy of agenda items (including regular, consent agenda, and information items) due in initial draft in Office of Board of Regents so that a tentative agenda can be prepared for review at Agenda Book meeting.

### Four weeks before board meeting:
4. Agenda Book meeting

### Three weeks before board meeting:
5. Proposed items for executive session of the Board of Regents due to the vice chancellor and general counsel.
6. Revised/final items due by hard copy to Office of Board of Regents by 9:00 a.m.
7. Agenda presented by Secretary of the Board to the Chairman for approval.

### Two weeks before board meeting:
8. Approximate date for mailing of Agenda Book.

### One week before board meeting:
9. Printed copies (21 total) of all handout materials and PowerPoint presentations to be used during Board meeting must be submitted to the Office of the Board of Regents by noon.

### Week of the meeting:
11. Audio and visual presentations are due to the Board of Regents IT liaison.
12. Any *updates* to hard copy materials (Power Point, reports, etc.) previously mailed to the Board of Regents (see item 9 above) are due to the Board of Regents office.

Note: Some due dates may be slightly modified to accommodate holidays.