



MEMORANDUM

TO: Division Directors – Inge Jacobs, Peter Kopcha, Hank Stopinski, and Carl Strang
FROM: Mark Jones *[Signature]*
SUBJECT: 2007-08 SCHEDULE FOR BOARD MEETINGS - REVISED
DATE: July 25, 2007

<u>BOARD MEETING</u>	<u>DS STAFF MEETING</u> (To Review Board Agenda)	<u>AGENDA MATERIAL DUE</u>	DUE DIRECTOR'S OFFICE:
July 16, 2007	July 10, 2007	July 3, 2007 *	
August 20, 2007	August 14, 2007	August 8, 2007	
September 17, 2007	September 11, 2007	September 5, 2007	August 29th
October 15, 2007	October 9, 2007	October 2, 2007 *	September 27th
November 19, 2007	November 13, 2007	November 7, 2007	October 31st
December 17, 2007	December 11, 2007	December 5, 2007	November 29th
January 17, 2008 *	January 8, 2008	January 2, 2008 *	December 27th
February 14, 2008 *	February 5, 2008	January 30, 2008 *	January 24th
March 17, 2008	March 11, 2008	March 5, 2008	February 29th
April 21, 2008	April 15, 2008	April 9, 2008	April 3rd
May 19, 2008	May 13, 2008	May 7, 2008	May 1st
June 16, 2008	June 10, 2008	June 4, 2008	May 28th
July 21, 2008	July 15, 2008	July 9, 2008	June 30th

PLEASE NOTE: * Indicates change in normal schedule

1. Agenda material is generally due on WEDNESDAY no later than 11:00 a.m. (7 working days before Board Meeting).
2. All Agenda material should be distributed as indicated below:
PERSONNEL DATA - Mr. Zordan (via Gretchen Wukits)
ALL OTHER MATERIAL - Mr. Jones (via Sharon Kisby)
3. It is **IMPERATIVE** that all personnel data be attached before appointment recommendations are presented to the Board for consideration. Lack of sufficient data will result in delay of appointment.

If you have any questions or concerns regarding the above, please do not hesitate to contact my office. Your cooperation is appreciated.

MJ/sk

cc: Dr. Gerald Carozza
Dr. Kathryn Gerbino
Mr. Robert Zordan
Ms. Billie Burgamy
Business Services Staff
Division Secretaries