



MEMORANDUM

TO: Tim Barrett	Doug Hensley	John Opperman
Charlotte Bingham	Grace Hernandez	Ronald Phillips
Martha Brown	Kirby Hocutt	Kay Rhodes
Jim Brunjes	John Huffaker	Kirk Rodriguez
Pat Campbell	Richard Lange	Rial Rolfe
Elmo Cavin	Brandon Lipps	Mike Sanders
Michael Conn	Christina Martinez	Lawrence Schovanec
Chris Cook	Didit Martinez	Noel Sloan
Scott Cooksey	Brian May	Frank Stout
Theresa Drewell	Kent Meredith	Mikki Swaffar
Robert L. Duncan	Tedd Mitchell	Donald Topliff
Robert V. Duncan	Michael Molina	Kim Turner
Eric Fisher	Lina Morales	DaLana Williamson
Javier Flores	Juan Muñoz	Angie Wright
Loretta Flores	Duane Nellis	

FROM: Ben Lock *BWL*

DATE: March 16, 2015

RE: Board of Regents Meeting, May 14-15, 2015, Lubbock

The timetable for the Board of Regents meeting scheduled for May 15-16, 2015 in Lubbock is attached. Please note that the Agenda Book meeting is scheduled as follows:

Wednesday, April 15, 2015, 2:00 – 3:30 p.m.
Board of Regents Committee Room (Room 206)

The preliminary list of proposed agenda items is due in the Board Office on **Monday, April 6, 2015 by 9:00 a.m.** E-mail copies of all proposed agenda items are due in the Board Office by **noon on Wednesday, April 8, 2015.**

It is the responsibility of you and/or your staff to submit proposed agenda items to the Board Office PRIOR TO the Agenda Book meeting, so the appropriate level of review can be done. We need to avoid having proposed agenda items pop up after the Agenda Book meeting.

Please circulate the attached “Timetable” for preparation of the May 14-15, 2015 Board meeting agenda to all staff in your area who may be involved in preparing and/or submitting agenda items, so they will know what the deadlines are.

We appreciate your efforts to comply with the dates listed in the timetable concerning submission of agenda items to be reviewed at the Agenda Book meeting. After the Agenda Book meeting, please ensure that your revised items are submitted according to the deadlines listed below.

- **All revised CONSENT and REGULAR agenda items are due in the Board Office by 9 a.m. on Tuesday, April 21, 2015.**

Your cooperation with this schedule will not only assist the Board Office in adhering to the required mailing dates for the Consent/Information Agenda and the Regular Agenda, but will also ensure that your item is included in the proper agenda.

Please feel free to contact me should you have any questions.

Attachment

BL/cm

xc: Debbie Aguirre	Dailey Fuller	Leslie Perrydore
Shannan Carl	Chris Gailey	Darcy Pollock
Jessica Carrillo	Bobby Gleason	Judy Polunsky
Sylvia Chadis	Joni Harrison	Veronica Rangel
Jennifer Chambers	Chelle Hillis	Pam Roberson
Amanda Clark	Barbara Irwin	Vanessa Solis
Gloria Cobos	Jaryn Kilmer	Andrea Starch
Shari Connell	Dede Kirkpatrick	Justina Stark
Gail Darden	Lucy Lanotte	Marcy Tyler
Margret Duran	Micah Malouf	Sandra Wiechmann
Martha Faz	Debbie Martinez	Porter Wilson
Wendoli Flores	Sandy Martinez	

BOARD OF REGENTS MEETING

Thursday - Friday, May 14-15, 2015
Lubbock, Texas

Timetable

APRIL

- (Mon) 6 • Preliminary **LIST** of proposed agenda items due to the Board Office by **9:00 a.m.**
- (Wed) 8 • Electronic version of proposed agenda items are due to Board Office by **12 noon**
- (Tue) 14 • Agenda sent via e-mail (PDF file) to Agenda Book meeting attendees
- (Wed) 15 • **AGENDA BOOK MEETING: 2:00 – 3:30 p.m.**
○ **Board of Regents Committee Room (206)**
- (Tue) 21 • Revised **CONSENT** and **REGULAR AGENDA** items due by electronic version to Board Office by **9:00 a.m.**
• Submission of items for Executive Session Agenda, if any
- (Wed) 29 • **Agenda books (containing Consent/Info and Regular agendas) mailed to Regents**
• Agenda finalized and available in the BOR Office
- (Thur) 30 • **Agenda sent via e-mail (PDF file) to appropriate staff**
• Names of those being introduced due to Board Office

MAY

- (Mon) 4 • Agenda only provided to appropriate staff
• Executive Session Agenda finalized
- (Thur) 7 • **Twenty-one (21) copies of PowerPoints and/or handouts to be presented during the May meetings are due to Board Office by 12 noon; packages will be sent via overnight delivery to regents at 3:30 pm.**
- (Fri) 8 • BOR posting to Secretary of State for May 14-15, 2015 meetings
- (Tue) 12 • Presenters deliver PowerPoint CDs/diskettes to Tommy Stevens by or before **5:00 PM**
• Submit **21** copies of any UPDATED hard copy materials that will be distributed at the board meeting to the Board Office by or before **5:00 PM**
- (Thur-
Fri) 14-
15 **Board Meetings: Lubbock**

Please avoid showing up at the Board meeting with handouts that have not been previously submitted to the Board Office.