

From: Adams, Jennifer
Sent: Monday, August 19, 2013 6:30 PM
To: Horan, Kevin; Kamath, Kiran; Olatunji, Aderonke (Ronke); Goodin, Ruth; Newman, Gail
Cc: Kratochvil, Bob
Subject: President's Cabinet -- agenda items and committee/meeting assignments
Attachments: LMC Meeting Membership _working doc_mngmt reps_8-19-13.pdf; LMC Meeting Assignments_working doc_by manager_8-19-13.pdf

Dear Cabinet Members:

The group will meet this Wednesday, August 21, at 9:00 a.m. and President's Council will follow at 10:30 a.m.; the room locations are TBD, as L109 and CO-420 are both booked for other meetings. Please let me know if there are any items you'd like to place on the agenda. In addition, you can send me any agenda items for President's Council.

Attached are two documents related to committee/meeting assignments: 1) the revised membership lists that incorporate feedback from the last Cabinet meeting; and, 2) a spreadsheet that shows meeting participation by manager, to provide an overview of the workload associated with the tentative assignments. The group will review/discuss these at Cabinet on Wednesday.

Jennifer