



MEMORANDUM

To: USM Board of Regents
From: William E. Kirwan, Chancellor
Date: November 29, 2012
Subject: Meeting of the Board of Regents, Friday, December 7, 2012

The Board of Regents will meet on *Friday, December 7, 2012* at Coppin State University in accordance with the following schedule:

8:30 a.m.	Public Session Coppin State University Physical Education Complex - Concourse
10:00 a.m. (approximately)	Executive Session – Working Lunch for Regents Coppin State University Physical Education Complex – Room 102

Agendas, together with supporting materials where appropriate, are enclosed. In the closed sessions, the Board will consider executive function items and items exempted from consideration in open session under the Open Meetings Act. At these meetings, exempted items include various personnel matters, acquisition of real property, various matters which affect the privacy and reputation of individuals, and any item which requires consideration in closed session in order to comply with a specific statutory requirement.

Driving directions and a map of Coppin State University are enclosed.

Should you need to be reached on December 7, 2012 the telephone number is 410-951-3838.

WEK/weo

Enclosures

cc: Chancellor's Council	Asst. Attorneys General Faulk and Short
Comptroller Peter Franchot	Secretary Danette Howard
Treasurer Nancy Kopp	Mr. Matt Gallagher
Secretary T. Eloise Foster	Ms. Rachel Hise
Ms. Lynda Cunningham	Mr. Jordan Butler