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Office of Internal Audit  
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**TO:** Members of the Audit Committee

Mr. Norman R. Augustine, Chair  
Ms. Linda Gooden  
Mr. Barry P. Gossett  
The Honorable Earl F. Hance  
The Honorable Francis X. Kelly, Jr.  
The Honorable C. Thomas McMillen  
Mr. James L. Shea (ex officio)

**FROM:** David Mosca - Director, Internal Audit

**DATE:** December 11, 2014

**RE:** USM BOR Audit Committee Meeting – December 17, 2014

The Audit Committee of the USM Board of Regents will convene at the University System of Maryland Office (USMO) in Adelphi, MD at 10 a.m. on Wednesday, December 17, 2014 in the chancellor's conference room.

If you will be calling into the meeting instead of attending in person, the dial-in number is: 1-866-731-0187 and the participant code is 445-1901.

The meeting agenda, supporting material and directions to USMO are attached. You may park anywhere in the Elkins building parking lot.

cc: Dr. William E. Kirwan  
Ms. Katherine Bainbridge  
Ms. Monique Booker (SB & Co., LLC)  
Ms. Celeste Denson  
Ms. Janice Doyle  
Mr. Robert Page  
Mr. Graylin Smith (SB & Co., LLC)  
Mr. Joseph Vivona

# Directions to USM Office

## USM Office

3300 Metzerott Road  
Adelphi, MD 20783, USA

## From the North

Take I-95 South to exit 27 (Stay in left hand lane on exit ramp). Follow signs to Route 1(495/95 South). Take exit 25B (US 1 South) from 495/95 South. Follow US 1 south for approximately 1 mile. Turn right at Route 193 West (University Blvd.) and follow to Metzerott Road (first traffic light). Turn right onto Metzerott Road and proceed approximately 1/2 mile to the System Office sign. Turn right into parking lot.

## From the West

Take 495 to Exit 28, New Hampshire Avenue South. At second light, take a left onto Adelphi Road. At second light, take a left onto Metzerott Road. The Elkins Building is approximately 7/10 of a mile on your left.

## From the East

Take US Route 50 West to 495 North. Follow 495 to exit 25, College Park (Stay in left two lanes on exit ramp). Turn left at the traffic light at US 1. Follow US 1 south for approximately 1 mile. Turn right at Route 193 West (University Blvd.) and follow to Metzerott Road (first traffic light). Turn right onto Metzerott Road and proceed approximately 1/2 mile to the System Office sign. Turn right into parking lot.

