



UNIVERSITY SYSTEM
of MARYLAND

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OFFICE OF INTERNAL AUDIT

MEMORANDUM

TO: Members of the Audit Committee

Ms. Ellen Fish (chair)
Mr. Joe Bartenfelder
Ms. Linda Gooden (*ex officio*)
Mr. Barry P. Gossett
Mr. Louis M. Pope
Mr. Drew Needham
Mr. Bill Wood

FROM: David Mosca – Director, Internal Audit

DATE: December 12, 2019

RE: USM BOR Audit Committee Meeting – December 18, 2019

The Audit Committee of the USM Board of Regents will convene at the University System of Maryland Office (USMO) in Adelphi, MD at 10:00 a.m. on Wednesday, December 18, 2019 in the Chancellor's conference room.

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

cc: Dr. Robert L. Caret
Ms. Monique Booker (SB & Co., LLC)
Ms. Celeste Denson
Ms. Ellen Herbst
Ms. Elena Langrill
Mr. Robert Page
Mr. Graylin Smith (SB & Co., LLC)
Dr. Donald Z. Spicer
Ms. Denise Wilkerson

Directions to USM Office in Adelphi

**University System of Maryland
Elkins Building
3300 Metzerott Road
Adelphi, MD 20783**

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 one 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 I-495 to exit 28, New Hampshire Avenue South. At second light, take a left onto Adelphi Road. At the 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 50 West to I-495 North. Follow I-495 to exit 25, College Park (stay in the left two lanes on exit ramp). Turn left at the traffic light at US 1. Follow US 1 south for approximately one 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.

[Click here for interactive map.](#)

