The Board of Trustees of Oregon State University

Public Comment Instructions
October 8, 2021

The October 8, 2021, Board of Trustees meeting will be held in the Horizon Room of the Memorial Union on the university's Corvallis campus. The meeting will also be available to members of the public through the remote conferencing service Zoom.

A public comment period will be provided at the board meeting. There is also a public comment opportunity before the board votes on each action item listed on the board agenda.

There are three ways to provide public comment:

1. Provide written comments

Submit written comments at least two days in advance of the meeting to trustees@oregonstate.edu. All comments submitted this way will be shared with all trustees prior to the meeting.

2. Provide in-person verbal comments

Attend the meeting in-person at the Horizon Room in the Memorial Union.

Commenters may register by e-mail before the meeting by emailing lauren.skousen@oregonstate.edu or may register at the meeting itself.

The Board Chair will announce your name when it is your opportunity to provide comment. At that time, please come to the presenter's table to speak.

In order to allow time for as many comments as possible, please limit the length of your comment to three minutes. There will be a timer clock visible from the presenter's table.

3. Provide virtual verbal comments

Join the Board meeting through the remote conferencing service Zoom using the following instructions:

Commenters may register by e-mail before the meeting by emailing lauren.skousen@oregonstate.edu or may register via the chat function of the Zoom meeting.

1. In your web browser, go to: https://oregonstate.zoom.us/j/655466888.

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2. You will see a Launch Application window and will be prompted to either open the link using the Zoom application[1] or join from your web browser[2]. Choose your preference.

3. You will now be in the meeting. The audio will be silenced and the video will display a Board Meeting slide until the chair begins the meeting.

4. Your video will be turned off by the moderator. During the meeting, you will see on your screen either slides and/or video of the presenter(s), depending on the agenda item.

5. During the meeting, you will be muted by the moderator.

6. Public comments will be taken during the general public section of the meeting and prior to the Board voting on each action item.

   If you would like to make a comment, and have not already registered to, use the chat function to indicate to the moderator that you would like to do so. Make sure the chat function is visible by selecting "More" at the bottom of your screen and then selecting "Chat" from the menu.

   Provide the moderator with your first and last name and the period during which you would like to comment, either the general public comment period or the specific action.

   Note that the chat function is only visible to technical and support staff and only used for identifying those signing up for public comment.

   You will remain muted until you hear your name being called to comment. At that time, you will be unmuted by the moderator and then returned to mute when concluded.

   In order to allow time for as many comments as possible, please limit the length of your comment to three minutes. You will hear a chime at the end of your three-minute time.

7. At the conclusion of the meeting, select "End Meeting" in the lower right hand corner of your screen.

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[1] For optimum functionality, it is recommended to update to the latest Zoom version by visiting https://zoom.us/download.
[2] Google Chrome is the preferred web browser, as it offers optimal functionality. Internet Explorer is not compatible with joining the meeting audio through your computer and it is advised against using that platform.

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