

Dear Members of the USG Community,

We wanted to alert you to an important change in plans for the USG Executive Director Search listening session, scheduled for this afternoon, Monday, March 9th from 3:00-4:30 pm. Out of an abundance of caution and following the guidance of USM Chancellor Jay Perman, MD, regarding campus and regional center preparations for coronavirus (COVID-19), the USG Executive Director Search Committee has decided to move today's meeting to a *virtual format*. This will allow us to maintain the safety of all faculty, staff, and students at USG – our highest priority – while also ensuring you the opportunity to hear from and provide direct input to the Search Committee and executive team from Isaacson, Miller, the firm we have engaged to assist us with the search.

To participate in today's session, which will begin at 3:00 pm and run through 4:30 pm, simply click on the following link and you will be guided through the process.

[Join Microsoft Teams Meeting](#)

Additional instructions for participating via the Microsoft Teams software are included at the end of this document and are posted on the USG Website as part of the Executive Director Search page. See <https://shadygrove.umd.edu/news-events/news/usg-executive-director-search>.

Importantly, anyone unable to access the session via computer, may also participate by phone. The call-in number for the session is **1-443-353-0686** and the Conference ID is **974 895 513**.

If during the meeting you have any problems with your connection, we will have an IT response team standing by ready to assist as quickly as possible. Simply email geeks@usmd.edu or call (301)-44 5-2791. Please provide the type of device from which you are trying to connect and a phone number at which you can be reached in case we need to contact you by phone.

Finally, we wish to remind everyone that in addition to today's session, members of the USG community have the opportunity to ask questions or provide input regarding the search at any time via email to: <https://www.usmd.edu/usg-executive-director-search/>.

In closing, we want to reiterate our appreciation to the community for your participation and support in the Executive Director search process, as well as your patience and flexibility in accommodating today's change in venue. We believe that the search for the next Executive Director is a pivotal moment for USG. Your input, as members of the USG community, is extremely valuable to us as we seek the right candidate for this important role. Thank you and we look forward to engaging with you this afternoon.

Sincerely,

Ellen Herbst, University System of Maryland Vice Chancellor for Administration and Finance (Committee Co-Chair)

- ***Mary Ann Rankin***, University of Maryland Provost and Senior Vice President for Academic Affairs (Committee Co-Chair)

**Instructions for Accessing the March 9, 2020 USG Executive Director Search
Virtual Public Listening Session
3:00pm-4:30pm**

NO WEB ACCESS and PHONE ONLY:

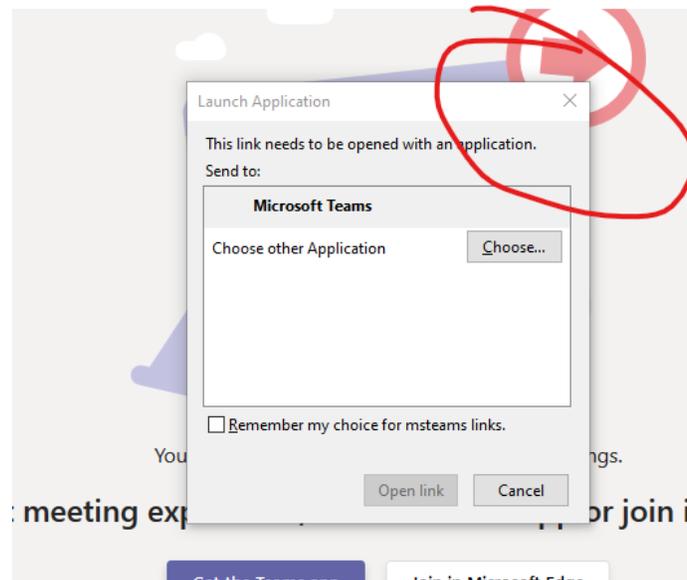
If you are able to access the number only by phone, the call-in number is **1-443-353-0686** and the Conference ID is **974 895 513**.

WEB-ENABLED ACCESS and ACTIVE PARTICIPATION:

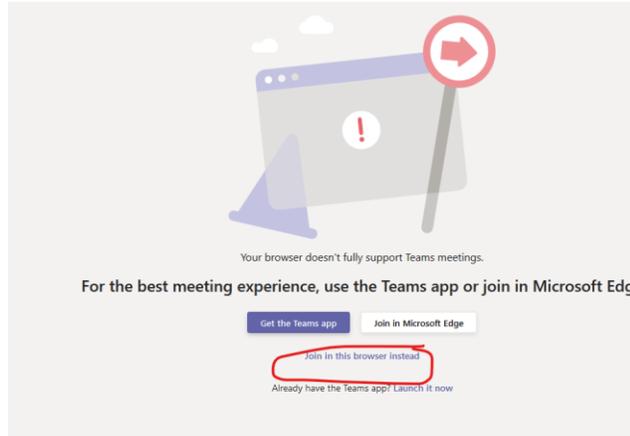
1. In order to join the virtual meeting and be able to ask questions, join through the Teams web interface at the link below:

[Join Microsoft Teams Meeting](#)

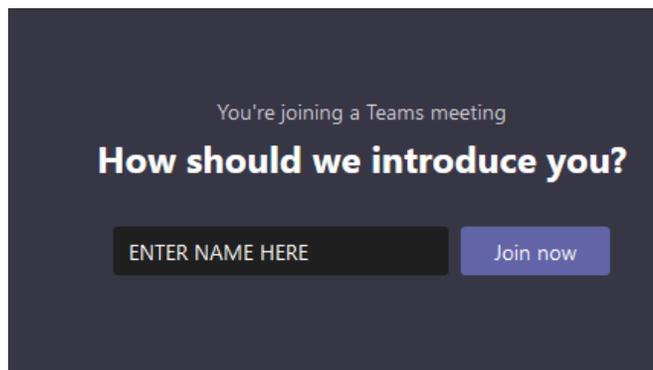
- 1a. Use mouse to hover over link above.
- 1b. Press CTL on Key pad and left click with mouse
- 1c. You should see a "Launch Application Window.
- 1d. Close "Launch Application" window to join in Internet Browser if you do not have TEAMS installed



- When you click on the link, your default browser will open a window and ask you if you'd like to join the meeting via the web or by downloading the Teams app. We recommend you join via the web, which does not require any app download and can be done from any device with a web browser.



- When you join, you will first be asked to “Sign in and Join” or “Join as a Guest”. Choose Join as Guest and type your first and last name and click the button labeled “Join as a Guest.”



- When logging into the Teams meeting space, you will be asked to confirm your audio and video settings. After logging in with your correct settings, you may choose to enable/disable video at any time by clicking on the camera icon in the toolbar. If you have any issues with audio and video settings, click the ellipsis (...) in the toolbar and then select “Show Device Settings” from the menu. Make sure the audio and video settings are correct for your setup.

ONCE MEETING STARTED:

5. The first part of the session will feature the search committee chairs giving remarks and the Search firm Isaacson-Miller also providing information. When this has completed, the floor will be opened for comments from the participants.

PUBLIC COMMENTS FOR PHONE ONLY:

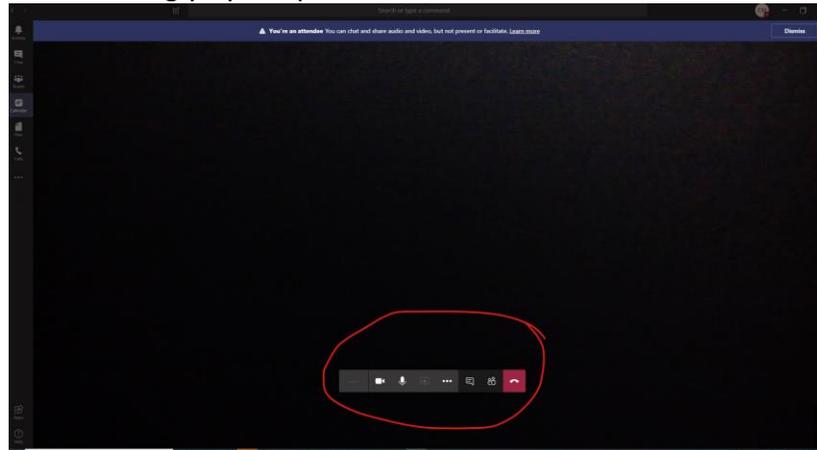
You may submit your comments to the following email address: exec-dir-search-usg-search-shared@usmd.edu and your comments will become part of the search record.

PUBLIC COMMENTS FOR TEAMS ONLY:

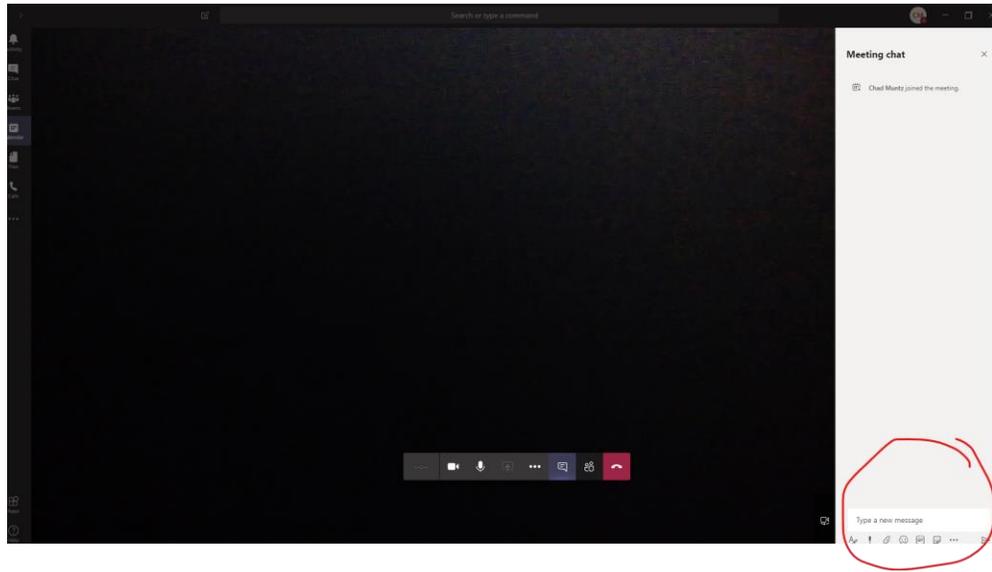
You may submit your comments to the following email address: exec-dir-search-usg-search-shared@usmd.edu and your comments will become part of the search record. Likewise, if you already have the Teams app installed, you may join through that as described below:

6. By default, ***all participants will be muted and only unmuted by the meeting moderator*** when requested. Comments can be made in one of two ways:

- a. On the Teams meeting window, find the chat icon and click on it:  and type your comment into the chat area. The meeting moderator will preview the comments as they arrive and restate them so all can hear and they will be addressed accordingly by the panel.



- b. To verbally make a comment, type "Comment" in the Chat area and the moderator will find you based on the name you provided when you logged in, in the list of participants and unmute you so you can state your comment. When the moderator unmutes you, they will acknowledge you as having the floor.



7. If during the call you have any problems with your connection or getting audio/video to work, please email geeks@usmd.edu or call (301)-445-2791 and we will assist you as quickly as possible. Please provide the type of device from which you are trying to connect and a phone number at which you can be reached in case we need to contact you by phone.