

MEMORANDUM

TO: MEMBERS OF THE BOARD

FROM: James R. Taggart
President

DATE: January 21, 2021

RE: 2021 Board of Directors' Meeting Schedule

The college's Board of Directors generally meets on the **fourth Thursday of every other month (February through December)** at **4:00 p.m.** in the C. Brent Wallis Student Services Building in the Harold W Ritchey Board Room. Dates, times, location, and meeting format are subject to change.

Due to the COVID-19 pandemic and physical distancing guidelines in place at the current time, all meetings are being held virtually until further notice. Interested parties can stream the meetings via a link located on the Board of Trustees' web page (page www.otech.edu/about-us/board-of-directors) under "Board Meetings."

The schedule for the 2021 calendar year is as follows:

MEETING SCHEDULE

- February 25, 2021
- April 22, 2021
- June 24, 2021
- August 26, 2021
- October 28, 2021
- December 16, 2021¹

¹ Meeting moved up one week due to the holiday.

/tms