

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES**

September 9, 2002

I: MEMBERS PRESENT: Dr. Troxler, Dr. Jarrell, Jorome Gibbon, Melissa Crouch, Laura Dugan, Richard Hansen, Francis Jenkins, Gregg Strutt, and Charles Vergers.

II: MEMBERS ABSENT: Jack Dunlavey, Matt Hearn, Joanna Kolasinski

Jorome Gibbon, Chair, called the meeting to order at 6:00 P.M. in the boardroom.

PRE-MEETING BRIEFING:

- 1) Dr. Troxler explained the long-range goals and curricula of the new MBA program.
- 2) Pre-meeting briefing on the MBA Program presented by Drs. Marina Borovoc and Helen Barker and supplemented by Dr. Troxler with questions from the Board of Trustees.

III: OLD BUSINESS

- 1) **Approval of Agenda**
- 2) **Approval of Minutes**

The minutes of the April 8, 2002 meeting were examined. Tom Bagg made the motion to accept the minutes as read and Rick Henson seconded the motion.

- a) It was noted that on page 4, paragraph 7c, 2nd line “their website” should read “the website”.
- b) Matt Hearn should be listed as “present” in the 4/8/02 meeting minutes.
- c) Approval of the agenda was unanimous and the approval of the minutes as corrected was unanimous.

3) **Organization Of The Alumni Advisory Board**

- a) Jerry Gibbon spoke of the resignations of Trisha Buckley and Eric Sutter and one member who is in suspense mode. We now have three vacancies.

- b) Dr. Jarrell presented a list of alums that have volunteered to join the AAB or were nominated by a member of the AAB. James Amerault, Jeff Banks and Jeff Glass will be called by their sponsors and, if they are interested, Dr. Jarrell and Jerry Gibbon will arrange a luncheon meeting with each prospective member prior to the November 4th AAB meeting.

4) **Planning Activities for the Year**

- a) Student Survival Kits
- Due to the resignation of Tricia Buckley the new chairs will be Joanna Kolasinski and Gregg Strutt.
- b) Information Technology (IT) Chapter of the IEEE (Strutt)
- J. Gibbon. The Computer Society of the Washington Section of the IEEE is trying to get a program going. They need an organization to sponsor it. The IEEE will allow multiple Society memberships to boost meeting numbers. We should look into this as a possible activity for the AAB.
 - G. Strutt. We need a larger membership base. We need lecturers. We need to schedule our speakers six months in advance. We need to set something up on the Space Operations Institute.
 - G. Strutt. The Washington Section of the IEEE is 100 years old in April 9, 2003. During his research for the IEEE he discovered a book that contains a lecture that the president of CREI (Reitzke) gave in 1938. He will bring in the book.
- c) Student Outreach
- R. Hanson's lecture series is one component but there are many other components that need to be developed.
 - L. Dugan. What about a talent show? To include faculty and staff.
 - R. Hanson. What about a seminar that would guarantee attendance? Would they come out for that? He will look into this.
 - Three diverse groups, virtual, evenings and day students need to be accommodated.
- d) Retiree Outreach
- Dr. Jarrell spoke for Jack Dunlavey who was called out of town. He has drafted a letter to alums 50 years or older asking what college activities we should keep them informed about to keep them up to date. Judy noted that this is not a fund raising letter. It is simply about outreach.
- e) Alumni Outreach
- Tom Bagg noted that people who are not necessarily interested in giving money to the college could get involved in some other activity for the college. Melissa Crouch will ask Matt Hearn if he is interested in chairing this sub committee.
- f) NASA Seminars (Bagg)
- Judy Jarrell congratulated Tom Bagg on his award of a Systems Engineering Position Award from NASA.

- Tom Bagg gave out printed copies of the Systems Engineering Seminar and copies of presentations. Most of the presentations are video taped and live web video taped.
 - He gave a contact name of someone who is responsible for video streaming at Goddard and said it may be nice to talk to them to find out how they video.
- g) AAB Section of College Web Page
- Jorome Gibbon noted that we are constantly interested in making inputs for the web page and working with the college staff.
 - Dr. Jarrell asked everyone to look at the webpage and make recommendations on what they would like on the website.
 - It was noted that we should think about putting the AAB minutes on the website as well as a list of alums by graduation year.

5) Institutional Report

Dr. Troxler noted the following:

- a) STAMATS, the organization that has been looking at marketing of the college, is nearly finished. Some of the recommendations might be controversial. He hopes we can discuss the report at the November meeting.
- b) The new college website will allow students to print a informal copy of their transcript.
- c) Online Program
 - A Master of Science in electrical engineering degree will begin in January 2003. There will also be a Master of Science in information assurance
 - McGowan Center: A May groundbreaking is expected. We hope to open the new building in fall 2004.
 - We have developed a relationship with a Canadian Institute in British Colombia. In Canada it is very difficult to give a Bachelor of Science degree if you are not a public institution. Many institutions give a substance degree and students then find it difficult to transfer into public institutions without a loss of credit. They are looking to the U.S. for help. Their students don't want to leave Canada. They are very interested in us because of our online program. We have made a partnership with the institution and we expect their students to start arriving in January. At this time our Academic Dean, Pat Smit, is in China to promote a partnership to try to get students into our graduate program.
 - In regards to enrollment, the undergraduate program is down and the online program is up. The new freshmen are way down.
 - There is a possible contract with Northrop Grumman that is under consideration.

Dr. Jarrell noted the following:

- a) Melissa Crouch and Rick Hansen will chair the undergraduate fundraising drive. Dianne Veenstra will chair the graduate school annual fund drive.
- b) We are working on an Alumni Survey.
- c) Career Day will be on September 17. Dr. Charles Alexander, Dean of Cleveland State University will be the main speaker.
- d) The college phonation will be on October 13 and 16.

IV: NEW BUSINESS

Charles Vergers noted that Dr. Weiler would like to have permission to distribute the minutes of the AAB meetings to the engineering faculty to keep them informed of our activities. Jorome Gibbon approved this idea and asked if the faculty would like one of the AAB officers to come to a faculty meeting and give a report. Also, the AAB minutes are going to be placed on the AAB website once they are approved.

SCHEDULE OF UPCOMING MEETINGS

- 1) 9/9/02 AAB Meeting
- 2) 9/17/02 Career Day/Business Etiquette Workshop
- 3) 10/13/02 Phonathon
- 4) 10/16/02 Phonathon
- 5) 11/4/02 AAB Meeting
- 6) 2/3/03 AAB Meeting
- 7) 2/23/03 Phonathon
- 8) 4/7/03 AAB Meeting
- 9) 4/16/03 Scholarship Appreciation Breakfast

V: ADJOURNMENT

The meeting adjourned at 9:30 P.M.

Respectfully submitted,

Charles A. Vergers
Recording Secretary