Dinner will be served at 5:30 p.m. and the meeting will begin promptly at 6:00 p.m.

1. **PRE-MEETING BRIEFING:**
   
   Ken Dolan, the director of the Space Operations Institute, will present a brief description of his goals and objectives at Capitol College.

2. **OLD BUSINESS**
   
   a) **WELCOME AND APPROVAL OF MINUTES AND AGENDA**
   
   b) **ORGANIZATION OF THE ALUMNI ADVISORY BOARD**

   1) Status of Board Members (Gibbon)
   2) Appointment of new members to committees
   
   c) **PLANNING ACTIVITIES FOR THE YEAR**

   1) Phonathon (Joy)
   2) Information Technology (IT) Chapter of the IEEE (Strutt)
   3) Student Outreach (Hansen)
   4) Retiree Outreach (Dunlavey)
   5) Alumni Outreach (Hearn)
   6) NASA Seminars (Bagg)
   7) AAB Section of College Web Page
   
   d) **INSTITUTIONAL REPORTS**

   1) Fundraising Drive (Richard)
   2) Alumni Survey (Richard)
   3) Stamats Study, update (Troxler)
   4) McGowan Academic Center, update (Troxler)
   5) Refocus of Accreditation Attention on Outcomes Assessment, ABET (Troxler)
   6) Enrollment Report, MBA update (Troxler)

3. **NEW BUSINESS**

   **SCHEDULE OF UPCOMING MEETINGS**

   1) February 23, 2003  Phonathon
   2) April 7, 2003  AAB Meeting
   3) April 16, 2003  Scholarship Appreciation Breakfast
   4) May 17, 2003  Commencement

4. **ADJOURN**