Dinner will be served at 5:30 p.m. and the meeting will begin promptly at 5:45 p.m.

1. **PRE-MEETING BRIEFING:** (Pre-meeting begins at 5:45 p.m.)
   - John Sumpter, Director of Admissions, will be speaking about his goals for the Admissions Department.
   - Tony Miller, Director of Career Services, will be speaking about a web-based career services management system.

2. **CURRENT BUSINESS**
   a) **WELCOME AND APPROVAL OF MINUTES AND AGENDA**
   b) **ORGANIZATION OF THE ALUMNI ADVISORY BOARD**
      1) Status of Board Members (Gibbon)
   c) **PLANNING ACTIVITIES FOR THE YEAR**
      1) Phonathon Results (Joy)
      2) Information Technology (IT) IEEE update (Strutt)
      3) Student Survival Kit Results (1st Semester)
      4) Student Outreach (all) (mentors program)
      5) Retiree Outreach (all) (endowments)
      6) Alumni Outreach (all) (survey results)
      7) NASA Seminar Updates (Bagg)
      8) AAB Section of College Web Page (staff)
   
   e) **ACTION ITEMS**
      1) Invite alumni to open house.
      2) Have a link placed on the AAB web page that leads to the NASA Seminars
      3) Invite Admissions and Career Services to next AAB meeting on 04/07/03
      4) Institutional Fundraising (Richard)
      5) Alumni Survey (Richard)

3. **INSTITUTIONAL REPORTS**
   a) Institutional Fundraising (Richard)
   b) Alumni Survey (Richard)
   c) McGowan Academic Center, update (Dr. Troxler)

4. **NEW BUSINESS**

   **SCHEDULE OF UPCOMING MEETINGS**
   a) April Is Career Month
      - Job Search Workshop, Thursday, 04/03/03
      - Dress For Success, Tuesday, 04/08/03
      - Federal Workshop, Tuesday, 04/15/03
      - Networking Workshop, Thursday, 04/24/03
   
   b) 4/16/03 Scholarship Appreciation Breakfast
   
   c) 5/17/03 Commencement
5. ADJOURN
   9 p.m.