

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
AGENDA**

April 7, 2003

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.