

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES**

September 22, 2003

MEMBERS PRESENT: Dr. Troxler, Richard Beall, Jim Amerault, Tom Bagg, Melissa Crouch, Carolyn Dent, Jack Dunlavey, Jeff Glass, Richard Hansen, Matt Hearn, Francis Jenkins (vice chair), Joanna Kolasinski, Michael McVeigh (student), Gregg Strutt and Charles Vergers (secretary).

Jorome Gibbon, chair, was unavailable and Rick Hansen chaired the meeting. The meeting opened at 6:42 p.m.

1. WELCOME

- A. Rick Hansen welcomed the committee members and they introduced themselves.
- B. The minutes of the April 7, 2003 meeting were approved unanimously.

2. CURRENT BUSINESS

A. Committee reports

1. Student survival kits

- This past May we raised \$390 for student survival kits. We delivered thirty-seven kits to over fifteen suites.
- Michael McVeigh discussed the contents of the kits.
- Rick Hansen suggested that we contact some companies like Gillette to see if we could get some input.
- It was recommended that Joy Johnson contact Melinda Bunnell and get the name of a contact person at Gillette. Joanna Kolasinski volunteered to write a letter to Frito Lay.
- Dr. Troxler discussed the items that used to be available to students such as razors, etc.
- It was suggested that a picture of the alumni advisory board be placed in the survival kits.

ACTION ITEM: For next time investigate Frito and Gillette to see if they would send any items.

2. Information technology (IT) chapter of the IEEE (Strutt)

- Greg Strutt noted that there would be a talk on AGENT. This will be on Thursday, September 25 in the McGowan Center.
- Tom Bagg noted that AGENT is a type of artificial intelligence that gets things done independently.
- Tom Bagg also noted that anyone who wants to be added to his list to be notified about upcoming NASA seminars should let him know.

3. Student government outreach

- Laura Dugan will be asked to email her report to the Alumni Advisory Board.

4. Webpage design

- Dr. Troxler noted that the new web page is being prepared. It will be a lot easier to read.
- Dr. Troxler noted that Julie Cooke is working very hard on the project.

5. Lecture series

- Tom Bagg noted that there will be a seminar on October 7 that deals with what should be done with mission materials after the mission is over. Anyone who needs a Goddard badge should let him know.

6. NASA report

- Dr. Troxler noted that NASA is extremely pleased with the Space Operations Institute. They are going to give us another satellite to observe.
- We now have Ken Dolan as a member of the Space Business Roundtable.
- We are working with Dwight Yoder to take on one of their tasks. We hope it turns into a real business opportunity. We need to keep this on the agenda for next time.

7. Senior members report

Dr. Troxler noted the following:

- He had his will rewritten and had his bequest placed in it.
- The history of endowments with various colleges was discussed. He noted that a college like Capitol College needs about \$100 to 150 million in endowments. We have about \$3 million.

B. Action items from the April 7 meeting

1. Laura Dugan will let the students know about the new web package.

Comment: We need an email update from Laura Dugan concerning this item.

2. Think of more things to do for the students such as tours, etc.

Comment: We need an email update from Laura Dugan concerning this item.

3. Have the Alumni Survey come back and say thank you and let you review it.

Comment: Dr. Troxler noted that there is a lot more dynamic quality to the new webpage that will be apparent when it goes live. At issue is the timing of the rollout for the portal.

4. Get the alumni webpage to link to Tom Bagg's page at Goddard.

Comment: When this is done we can be notified by an email update.

5. We need to do something for the IEEE society anniversary

Comment: This may be difficult to do. Melissa Crouch noted that she might be able to obtain a speaker.

6. J. Gibbon made the recommendation that AAB is part of the celebration over the next few years.

Comment: This item will be studied.

Additional Comment: Greg Strutt discussed that the *Scanner* will be going to paper and electronic form.

3. ADMINISTRATIVE REPORTS

A. President's report

Strategic direction

Dr. Troxler noted the following:

- We have had a change in personnel in the Admissions Department. John Sumpter has left and Mr. Darnell Edwards will start on October 3. When he is available, we will bring him on campus.
- Our MBA is off and running and we have more than 30 students enrolled and we have passed the first stages of accreditation.
- In the past, what we were teaching was systems and things. We now need a way to merge business and engineering, as well as business and computers. We need to engage the graduate students in a project. There is a new group forming which consists of local people focused on intellectual property. Four times a year the faculty and students will be able to meet with representatives from a law firm and one of the big four accounting firms to discuss intellectual property.
- We could be the one place where we try to merge the idea of business and engineering. There will be more said about it as we go along. He thinks we are now equipped to launch this. In about 18 months we could have this in direction.

Placement

This has been a very tough year. The *Scanner* talked about unemployment in the job market. Placement is on everyone's mind.

Building

The contract has been awarded and the first construction meeting has occurred and construction will start soon. Students and Faculty will be in the building by the spring semester by 2005. There will be a dedication sometime in the spring of 2005. The NASA project will be in place.

B. Executive director's report

Richard Beall reported on:

- Capital Campaign

The current pledge total is \$4,189,000 and the received is \$2,342,000.

The annual campaign pledge is \$47,540 and we have received \$47,504.

The new annual design fund is completed and we expect it back in the week.

- Past Summer

This summer there were two articles in the Baltimore Sun.

Mike Bowler wrote about the Capitol College guarantee. He also noted that he was impressed with the online program and wrote another article on August 17.

Dr. Troxler commended Mr. Beall for his work, which helped get these articles written.

- Mr. Beall noted the \$5,000 check from Computer Sciences Corporation and also we wrote a proposal to PerkinElmer and we designed a program for Hispanic students in computer science. This week we will visit Highpoint High School, which has a large population on Hispanic students.

- This is also the 20th anniversary of the campus and there is a committee dealing with this. We will take every campus event and relate it to the 20th anniversary of the Laurel Campus.
September 23, 1983 was the first activity on the campus.
- He asked Jack Dunlavey to join the committee.
- The groundbreaking ceremony will be on Wednesday, October 29 at 3:00 p.m.
- We can also think about celebrating the 25th anniversary for the AAB.

4. NEW BUSINESS

- A. Schedule of upcoming meetings will be emailed to members.

5. ADJOURNMENT

The meeting closed at 8:00 p.m.

Respectfully submitted,

Charles A. Vergers

