

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES**

November 17, 2003

MEMBERS PRESENT: James Amerault, Tom Bagg, Richard Beall, Carolyn Dent, Jack Dunlavey, Jerome Gibbon, Richard Hansen, Joanna Kolasinski, Greg Strutt, G. William Troxler

MEMBERS ABSENT: Melissa Crouch, Jeff Glass, Matt Hearn, Francis Jenkins, Michael McVeigh, Charles Vergers

GUEST: Joy Johnson
John Ryan

1. WELCOME

- Jerome Gibbon, chair, called the meeting to order at 6:00 p.m. in the boardroom. He asked if there was a motion to accept the agenda.
Tom Bagg made the motion to accept the agenda.
Jack Dunlavey seconded the motion.
All members were in agreement.
- Jerome Gibbon asked if there was a motion to accept the minutes to the September 22, 2003 AAB meeting.
Tom Bagg made the motion to accept the agenda.
Jack Dunlavey seconded the motion.
All members were in agreement.
- Jerome Gibbon noted that as the minutes are approved they would be placed on the AAB webpage for other alumni to see.
- A sign in sheet was passed around to keep track of attendance.

2. CURRENT BUSINESS

A. Committee Reports

1. Student Survival Kits (Joy Johnson, Joanna Kolasinski)
 - Joy Johnson noted that a letter has gone out to the parents of dorm students as well as faculty members in regards to obtaining survival kits. She will need the food for the kits by the morning of Dec.5.
 - Joanna Kolasinski said that she had tried to get some feedback from Frito Lay but at this time it has not been successful. It was suggested that she notify the Webmaster.

2. Information Technology (IT) Chapter of the IEEE (Greg Strutt)
 - Greg Strutt noted that their had been a seminar here at the college on September 25 on AGENT.
There will be elections in for the IT society in January.
 - Dr.Troxler noted that the college is working on a degree in **wireless** technology.
 - Jorome Gibbon noted that if you have a topic that you would like to have a seminar based on, let the IT society know.

3. Student Government Outreach (Laura Dugan, Michael McVeigh)
 - Richard Beall noted that Laura was quite busy and could not attend the meeting. He had given her a copy of the minutes.

4. Lecture Series (Tom Bagg, Rick Hansen)
 - The seminar in Feb. will be by Ken Dolan and other people here at the college. The subject will be the Space Operations Institute. The date is Tuesday Feb. 3 at 1 p.m. at Goddard.
 - In January there will be a seminar on Standards for systems engineering. The date is January 13 at 1 p.m.
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5. Webpage Design (Rick Hansen, Julie Cooke)
 - Hansen noted that he plans to contact Julie Cooke on November 18 and discuss the matter. He will then get in contact with the AAB.
 - Dr.Troxler noted that the major holdup is that we are switching over to a contact management system.
 - We want to know if the AAB minutes are being posted.
 - Dr.Toxler noted that the black hat essays are retired and will not be on the new webpage.
 - Dr.Troxler, Joanna, and Rick will nave an off line conversation about an essay portion for the alumni page.
 - Jerome noted that the Alumni Survey should be looked at and there should be a link from the Alumni Page to continuing education.

- We are always looking at a way for alumni to make suggestions.
- Joy noted that as long as the minutes are given to her she gives them to Julie Cooke. The Alumni Survey has been now called Alumni Update.
- Jerome noted that since last year we have had all graduates listed by the year they graduated.

6. NASA Report, Space Operations Institute

Richard Beall made the following remarks:

- Pat Smit and Ken Dolan did an outstanding job in planning and inviting people out to the first extortion meeting here on the campus. We had 68 guests representing Anne Arundel, Victoria and Montgomery Community Colleges. Several representatives from high school NASA and Northrop Grumman the idea was to pull people together and explain what was going to happen at the college in regards to the college. He noted that the important values of Capitol College are agility, balance, and creativity. Also dedication, integrity respect and Al Diaz said teamwork.
- Tom Bagg noted that he would like to be on the mailing for SOI information.
- Dr. Troxler noted that of the inquiries about the college in the last month fifty were about the SOI.
- Dr. Troxler also noted that will be a series of scholarships offered for incoming students and the scholarships will begin with scholarships for the SIO.

7. Senior Members Report (Jack Dunlavey)

- Jack noted that he thinks we need another mailing on the endowment to people over 50.
- We will plan on the letter going out in the Spring.

B. Action Items

Jorome noted some carryovers in action items from previous meetings.

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

It was noted that perhaps the students would gain from an open forum.

- Carolyn Dent noted that she goes to websites mainly if she needs something.
- Rick Hansen said he don't think we could draw the interest of students by adding any special items to site.
- Joy Johnson suggested an event page for students.
- It was noted that we need to get students to tell us what additional features they want on the web site.

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

This will be investigated with item one above.

3. Have the Alumni Survey come back and say thank you or let you review input. THIS HAS BEEN DONE . This item is dropped.
4. Get the Alumni Web page to link to Tom Bagg's page at Goddard.
It was decided to make a hot link.
5. We need to do something for the IEEE society anniversary. In 2004 the IEEE is taking on National Engineers week. Which is the third week.
Dr. Troxler would like to have something on the campus for this.
6. J. Gibbon recommendation that the AAB be part of the celebration.
This had to do with item 5. Gibbon stressed Engineer's Week and noted that there is a Wed meeting and an awards dinner on Saturday.
7. Greg strut recommended that the Scanner would be going to paper and electronic form. Gibbon said that he thinks this is a step in the right direction. Also this does not need to be an action item.
8. Members can also think about celebrating the AAB 25th anniversary (2004).

Dr. Troxler suggested that the AAB members think of incorporating this idea into the graduation ceremony. Perhaps we could get someone to be the historian for the AAB and find out the contributions that former AAB members have done.

Also some changes in the AAB flag could be made.

The following action items were mentioned.

Investigate Frito Lay and Gillette to see if they would send any items for survival kits.

Joanna will continue to try to get feedback.

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

This item is taken up by items 1 and 2 above.

3. ADMINISTRATIVE REPORTS

A. President's Report (Dr. Troxler)

1. Dr. Troxler announced that Richard Beall has a new title.

He is a vice president.

- He has opened new funding sources
- Organizing alumni meetings
- He organized the Oct. 29 groundbreaking.

Dr. Troxler gave Richard his personal thanks for all the work he has done.

2. There is a dispute between the engineers concerning some items whether they relate to the grating permit or foundation permit. thus there is no construction going on right now. The building schedule is not seriously effected. the most optimistic date for the building is next October.
3. The state budget has a deficit. This last two years we have lost 50% of out state aid. We have agreed to get a grass roots lobbying effort for students alumni faculty and staff.

MD Independent Colleges University Association is putting together with a lobbying firm a computer driven approach to the legislature. There will be a website that will be developed and the IT department has been examining the group that will be putting this together We have a much larger challenge fewer resources more demands on forces and unstable conditions.

There are 2 commissions on efficiency of government and how to save money.

One of our students David Washington represented all the students from independent colleges. Before the committee. He did very well.

4. A letter will be mailed to the AAB. He will step down in June. after twenty-seven years as president. There is a search committee. There is an Advisory committee that will deal with all the resumes. The members are Jerry Gibbon, Rick Veenstra, and Robert Howard. We are not involved in any major accreditation or fundraising situation He stays another year he could get in a new cycle. He thought this is the best time to leave. This will complete thirty-five years with relationship to the institute. Also wants a smooth swift and successfully. He will be in a consulting position for a year after that.

B. Executive Director's Report (Richard Beall)

Richard complemented Joy Johnson on reorganizing the phonathon. She took the money that was originally used for food and prizes and dedicated the money to training.

Joy trained the students on how to make a conversation with the alumni. We raised 5070 in pledges. The new process also raised information that can be used by vice president Veenstra.

Dr. Troxler noted that we focus the phonathon on annual giving. Jack Dunlavey said that maybe some questions on endowment could be asked.

In the previous minutes the current pledge total was \$4,189,000. It is now \$4,196,000. The amount received listed in the previous minutes

was \$2,342,000. It is now \$2,455,000. The annual fund \$48,770, which includes scholarship money.

4. NEW BUSINESS:

Schedule of upcoming meetings and events.
AAB meeting April 5, 2004
Commencement May 15, 2004

5. ADJOURNMENT

The meeting closed at 8:20 p.m.

Respectfully submitted