

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING AGENDA**

April 5, 2004

- 1. WELCOME** Jorome Gibbon, chair
 - Sign-in sheet of attendance.
 - Approval of agenda
 - Approval of minutes for February 16, 2004 meeting

- 2. CURRENT BUSINESS**
 - A. Committee Reports**
 1. Student survival kits (Joy Johnson, Joanna Kolasinski)
 2. Information technology (IT) chapter of the IEEE (Greg Strutt)
 3. Student government outreach (Michael McVeigh)
 4. Lecture series (Tom Bagg, Rick Hansen)
 5. Webpage design (Executive Summary - Richard E. Beall)
 6. Space Operations Institute report (Tom Bagg, Richard Beall)
 7. Senior members report (Jack Dunlavey)

 - B. Action Items (carryovers)**
 1. New web package updates - (covered in Committee Reports)
 2. Student outreach such as tours – Joy Johnson
 3. Alumni webpage link to Tom Bagg's page at Goddard.
 4. IEEE Society anniversary and National Engineers Week.
 5. Celebrating AAB 25th anniversary in 2005.
 6. Student survival kits, Joy Johnson (Updates on Frito Lay or Gillette?)
 7. Alumni host students for a week for during external/internal internship
 9. Recommendations to virtual community website.

- 3. ADMINISTRATIVE REPORTS**
 - A.** President's report (Dr. Troxler)
 - B.** Vice president's report (Richard Beall)

- 4. NEW BUSINESS:**

Schedule of upcoming meetings and events.

AAB meeting	(TBD) 2004.
Admissions open houses	April 6, April 16, April 23, May 12
Scholarship Appreciation Breakfast	April 21, 2004
Commencement	May 15, 2004

Appoint subcommittee for presentation to new president.

- 5. ADJOURNMENT**