

CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES

April 5, 2004

MEMBERS PRESENT: Greg Strutt, Tom Bagg, Michael McVeigh, Jerry Gibbon, Richard Beall, Francis Jenkins, Joanna Kolasinski, Rick Hansen, Jack Dunlavey, Dr.G.William Troxler

MEMBERS ABSENT: Jim Amerault, Melissa Crouch, Jeff Glass, Matt Hearn, and Charles Vergers

Guest: John Ryan substituting for Charles Vergers

1.WELCOME

- Chairman Jorome Gibbon welcomed members to the meeting.
- A sign in sheet was circulated.
- Jorome Gibbon thanked Professor Ryan for substituting for Professor Vergers since Vergers had classes.
- Jorome thanked Professor Vergers for bringing in a new tape recorder and making it available for the AAB meeting.
- The members of the AAB accepted the agenda for the meeting.
- Minutes of the February 16,2004 meeting:
A motion was made by Tom Bagg to accept the minutes.
Rick Hansen seconded the motion.
The motion passed.
All members present were in favor of accepting the minutes.

2. CURRENT BUSINESS

A. Committee Reports

1. Student Survival Kits (Joy Johnson)

- Joy Johnson discussed student survival kits and noted that information had been sent to parents and faculty members.
- Joy noted that she is not buying items for, or delivering student survival kits this semester. She will send an email to those people that are involved.
- Some checks were collected from the members of the AAB.

2. Information Technology (IT) Chapter of the IEEE (Greg Strutt)

- Jerry Gibbon and Greg Strutt noted that we have been negotiating with NASA to let us co sponsor some of their seminars.

If you go to the IEEE Computer Society website www.computer.org you will see an announcement concerning this.

- Richard Hansen noted the success of the various engineering societies at the college and wondered if we could get some AAB sponsorship of their seminars.

3. Student Government (Michael McVeigh)

- Michael McVeigh noted that there was nothing new to report on this item. Richard Beall noted that if you have a person on your staff that you think would be a good role model for the NASA Hispanic students this summer to let him know. There will be eight to ten students. The number of NASA prep students will be eight. Hispanic students start the twenty seventh of June.
- Professor Ryan suggested field trips and lectures during the freshman experience. He especially thinks a field trip to the Historic Electronics Museum would be appropriate.

4. Lecture series (Tom Bagg, Rick Hansen)

- Jerry Gibbon asked if there were any suggestions for lectures. Send any suggestions by email that you might have. Rick Hansen asked about the goals.
Gibbon noted that the goal is not directed directly to students. Dr. Troxler noted that if the lecture could be linked to a course that would be good. Michael McVeigh noted that students get pressed for time and it is hard for them to attend these seminars.

5. Web page Design (Richard Beall)

- They are starting to allow students to interact with schedules etc. You can sign in as a guest. There are withdrawal notes available. There is an advising schedule concerning who advises whom. There will be testing of the page.
- Also there is no one to take on the Chat room responsibility. Dianne Veenstra will talk to the AAB in the fall about it.

- There have been alumni lunches on campus and we are getting information regarding this. Information is updated everyday around 2 PM.
- We would like to have a small group of AAB members available to Richard Beall and Julie Cooke. Jerry Gibbon, Rick Hansen and Greg Strut.

6. NASA Report, Space Operations Institute (Tom Bagg, Richard Beall)

- Since the last AAB meeting there was a luncheon on the 20th of February when a gentleman named John Murdock came out to talk about a robotics competition. Jerry and Richard attended the first robotics competition in Annapolis.
- On last Friday (March 26) the Space Operations Consortium met with people who would enjoy getting together for an advisory group.
- Highpoint, Bowie, Eleanor Roosevelt, Northwestern Highschools were all represented.
- Private industry reps from Honeywell, SGT, Lockheed Martin and CSC were present.
- Prince Georges College and Montgomery private schools were represented.
- Those attending learned about Project Lead the Way
- Richard Beall gave an overview of Dave Wagner who came from Honeywell and has much experience working with NASA.

7. Senior Report (Jack Dunlavey)

The original Alumni Advisory Board started in 1979 but the alumni association has another date. We will plan on something for the anniversary which will be next academic year.

Additional lecture series comment

Tom Bagg noted that there is a safety seminar coming up in May. This deals with safety issues across the agency. Five representatives will talk. He has other speakers scheduled out through July.

B. ACTION ITEMS (carryovers)

1. Web page updates –Keep on list
2. Student Outreach- At this point with NASA prep and the Hispanic students we will leave this topic open and on the list

3. Alumni Web page link – We will check and then take this off the list if necessary
4. Engineers week is over – Dr. Troxler noted that any planning for this needs to be started in fall of the year. Jerry noted that over 8000 students attended engineer's week.
5. Celebration of the 25th anniversary of the AAB will be held next year. Leave this on the list.
6. Joy will send an email asking who wants to march in the commencement. Tassels will be red and black.
7. Seniors Survivors Cap walk – may be dropped.
8. Alumni Host students for a week during an external/internal internship was left open.
9. Appoint subcommittee for presentation to the new president. Jerome Gibbon would like to have a committee to put together a briefing about the AAB.

3. ADMINISTRATIVE REPORTS

A. President's Report (Dr. Troxler)

- Dr. Troxler gave out a handout that hit the campus as well as on the website concerning the new president Michael Wood.
- Dr. Troxler said he was very impressed with Dr. Wood and was clear that he was one of the finalists.
- He was invited to the campus to meet the trustee committee.
- There was a first place choice and there was a fourth place choice.
- All reference checks were excellent.
- He can't imagine anyone more ready to take over this college than Dr. Wood.
- Dr. Wood is president of Walsh college which is in Michigan.
- Walsh college is the only other undergraduate school that is certified by the national security administration as a center of excellence in information insurance.
- Dr. Wood will be here on May 3 for a board meeting and will there will be a reception for him that afternoon from 3-5 where he can meet faculty, administration etc.
- The week after commencement will be Dr. Troxler's last week at the college.
- Dr. Wood will start full time on June 15.
- Dr. Troxler has mailed to Dr. Wood a fifty-page booklet on the transition process for the change of president's.

- Dr.Troxler noted that he has been asked to appear before the Maryland Higher Education in June to receive a proclamation from the governor for his service in regards to educational policy society on June 16 in Annapolis.
- Dr.Troxler has been selected as a fellow in the ASEE.
- Admissions are up and he thinks that the general decline is over.
- As far as the new building, steel is about done, walls up by end of month and delivery of building by November.New students are expected to be in there by spring semester.

B. Vice President's Report

- Since the last alumni advisory meeting we have hosted two more alumni advisory lunches. One was with Watkin's Johnson. We also had another in March 25 with GE Medical systems and Trios. These meetings will be replicated next year.
- He has had a couple meetings with Perkin& Elmer in raising awareness of Hispanic students by modeling a program after the NASA prep course and to develop two teams to build robots and engage them in a competition.
- An open house on March 27 was filled with people.
- Scholarship breakfast is coming up on the 21st of April.
- On April 14 we will meet with public affairs specialist from NASA Goddard.
- Joy Johnson noted the following values for money being raised:
Annual Fund \$55k
Capitol Campaign pledge total is 4.2 Million.

4. NEW BUSINESS:

AAB meeting - September 13, 2004

Admissions Open Houses - April 16 and May 12, 2004

Scholarship Appreciation Breakfast-April 21, 2004

Reception for Dr.Troxler - May 3, 2004

Commencement - May 15,2004

5.ADJOURNMENT

The meeting closed at 8:30 PM.

Respectfully submitted,

Charles A.Vergers