CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING AGENDA

September 20, 2004

1. WELCOME Jorome Gibbon, Chairman

- Sign-in sheet of attendance**.**
- Welcome Dr. Michael Wood
- Welcome new student member
- Pose for 2004 – 2005 photos

2. CURRENT BUSINESS

Tour of the William G. McGowan Academic Center, Lead by Dr. Wood and Richard Beall

- Host the remainder of meeting in MCI Hall, Board Room
- Approval of Agenda
- Approval of Minutes for April 5, 2004 Meeting

A. Committee Reports -

Note: Members will be encouraged to signup and participate in the followings activities during the 04-05 program year:

1. Student Survival Kits
2. Information Technology (IT) Chapter of the IEEE
3. Student Representative Report
4. Lecture Series
5. Web Page Updates
6. NASA Space Operations Institute Report
7. Senior Members (Bequest and Endowment)

B. Action Items

Note: Carryovers from 03-04 program year:

1. New Web package updates – Alumni Web Page
2. Student Outreach, such as tour
3. IEEE National Engineers Week – February 05.
4. Celebrating AAB 25th Anniversary 2005.
5. Recommendations to Virtual Community web site.(pending info/Dianne Veenstra)

3. ADMINISTRATIVE REPORTS

A. President, Dr. Michael T. Wood

B. Institutional Relations: Richard Beall and Joy Johnson

4. NEW BUSINESS:

AAB meetings Sept 20, Nov. 8, 2004 and Feb. 7, Apr. 11, 2005

Career Day	September 21, 2004
Admissions Open Houses	Oct. 30, Nov. 20 and Dec. 11, 2004
Commencement	May 14, 2005

5. ADJOURMENT