

CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES

September 20,2004

MEMBERS PRESENT: Dr. Michael Wood, Jim Amerault, Tom Bagg, Richard Beall, Carolyn Dent, Jorome Gibbon, Francis Jenkins, Joy Johnson, Joanna Kolasinski and Greg Strutt.

MEMBERS ABSENT: Melissa Crouch, Jeff Glass, Matt Hearn, and Charles Vergers, Jack Dunlavey, and Rick Hansen.

Guest: John Ryan substituting for Charles Vergers who was teaching and Elise Grant.

Pre-business activity:

- Members met outside in an area under a canopy between M/A-COM Hall and the McGowan Academic Center (under construction).
- Box dinners were distributed.
- Members of AAB present introduced themselves to Dr. Michael Wood.
- A tour of the McGowan Academic Center was conducted after the dinner.
- Following the tour the members convened to the Board Room for the formal business meeting

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.
- The members of the AAB accepted the agenda for the meeting.
- Minutes of the April 5,2004 meeting:
A motion was made by Richard Beall to accept the minutes.
Tom Bagg seconded the motion.
The motion passed unanimously.
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 members of the AAB are required to bring their donations for the student survival kits to the to the November 15th meeting.
- Minutes of previous AAB meetings will be posted on the web site at the end of the week.

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

- Jim Amerault suggested that retired employees could be used for lecture speakers.

3. Student Representative

- Jason Tobiasz is the new student member.

4. Lecture series

- Jim Amerault, Tom Bagg and Greg Strutt are all involved with the lecture series.

5. Web page Design

- The new design is on the college web for the AAB. Members are encouraged to visit and make comments.

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

- The September meeting has been postponed until October 8, 2004.
- AURA Support- four SOI students contributed to launch an early orbit.
- STAFFING- Two Price Georges Community College /SOI graduates have been hired for the new TOMS-EP SOI Control Center
- Number of Certified Controllers on the project:
TOMS (3)
UARS (2)
ERBS (1)
- Number of Certified Mission Planners also on the project:
TOMS (3)
- AE Courses this Fall and enrollment

AE-150, Introduction to Space-11 students
AE-311, Spacecraft Systems –6 students

7. Senior Report (Jack Dunlavey)

- Mentoring of students was one item mentioned for AAB support.

8. Member Status

- Evaluation of member status may be needed for AAB add/drops.
- Perhaps we should invite prospective new members to attend the AAB meetings.

B. ACTION ITEMS (carryovers)

1. New Web package updates-Alumni Web Page

- All members of the AAB are asked to review the web page

2. Student Outreach such as a tour.

- Some possible tours are: Historic Electronics Museum
Cryptology Museum
Garber Museum in Suitland
- It was agreed that one tour be held before the next AAB meeting November.
- Professor Ryan volunteered to organize a tour of the Historic Electronics Museum in Linthicum, Maryland.

3. IEEE National Engineers Week

- Vice President Beall and Professor Ryan will work on this item in February.

4. Celebrating AAB 25th Anniversary 2005

- A weeklong celebration near March 2005 with dedication of new building would be the best opportunity.

5. Recommendations to Virtual Community web site. (Pending info/Dianne Veenstra)

- This item is still pending

3. ADMINISTRATIVE REPORTS

A. President, Dr. Michael A. Wood

Dr. Wood noted the following:

- Our college has a strong legacy
- Change is coming which will be
 - a. adaptive

- b. relevant
 - c. competitive
 - d. exciting
- He is meeting and getting acquainted with city, state and local officials
- We need to be learning from, understanding, and developing future Relationships with NASA and NSA.
- There will be a new vision for the next three years
- There will be a cross function marketing committee
- The EE program has expanded
- There will be an ABET visit for the EE program on November 8, 2004
- Capitol College will offer programs at the Southern Maryland Higher Education Center in California, Maryland. Dr. Mel D. Powell is the director at SMHEC.
- There is a NSA proposal to develop standards for wireless security. Colleges involved: UMBC, Towson, Johns Hopkins and Capitol College.
- NASA Space Operations
 - a. There are new student interns
 - b. Capitol College students are given rewards for their work
 - c. We need to have teacher training
 - d. We need to develop a virtual space academy
 - e. There is a new director for Capitol College. He will help students develop new technology ideas
 - f. We will be having joint activities with Prince Georges Community College
- Enrollment has increased.
 - a. Graduate enrollment is up by 6%.
 - b. Undergraduate enrollment had 27 new students in 2003 and 97 new students in 2004.
- There are three finalists for the position of Chief Academic Officer
- A replacement for Mary Jane Holt is in the works
- What's the next technology?
 - a. Renewable energy
 - b. New power grid
- We want to assure student success as well as have partnerships
- In regards to the AAB we want to:
 - a. Be multifunctional

- b. Continue to provide technical input
- c. Act as a research group
- d. Generate funds
- e. Encourage Alumni support
- f. Determine what alumni want and how we can help them
- g. Help link alumni to their employers
- h. We need to find out where our graduates are working
- i. Design a alumni and students activity building
- j. Conduct regular communicative feedback
- k. Determine what we are going to be next and how to build on what we have.

B. Institutional Relations: Richard Beall

- Vice President Beall will continue to connect Dr. Wood with local officials and education.
- Elsie Grant is working on promo literature for naming opportunities for the new building

4. NEW BUSINESS

Schedule of upcoming meetings and events

- AAB meetings: Nov. 8, 2004, Feb. 7, 2005, and April 11, 2005
- Career Day: September 21, 2004
- Admissions Open Houses: Oct. 30, 2004, Nov. 20, 2004 and Dec. 11, 2004
- Career Fair will be held either the second or third week of April 2005.
- Commencement: May 14, 2005

5. ADJOURNMENT

- Tom Bagg made the motion
Greg Strutt seconded it the motion carried
- Meeting adjourned at 9:45 P.M.

Respectfully submitted

Charles A. Vergers
Recording Secretary