

**CAPITOL COLLEGE  
ALUMNI ADVISORY BOARD  
MEETING AGENDA  
November 15, 2004**

Pre-business Meeting activity:

Presentations by staff on SOI program and new building (TBD)

1. WELCOME (Chairman, Jerry Gibbon)  
Introductions, approval of agenda and minutes, member's status  
Special guests and attendance list
2. CURRENT BUSINESS
  - A. Committee Reports
    1. Student Survival Kits (Joy Johnson)
    2. Information Technology (IT) Chapter of the IEEE (Greg Strutt)
    3. Student Representative (Jason Tobiasz)
    4. Lecture series (Jim Amerault, Tom Bagg)
    5. Web page Design (Joy Johnson)
    6. NASA Report, Space Operations Institute (Richard Beall)
    7. Senior Report (Jack Dunlavey)
    8. Member Status (Jerry Gibbon and Richard Beall)
  - B. Action Items (carryovers)
    1. New Web package updates-Alumni Web Page
    2. Student Outreach such as a tour.
      - Historic Electronics Museum (Nov 6, 2004)
      - Cryptology Museum and Air & Space Garber Museum.
    3. IEEE National Engineers Week
      - Richard Beall & Professor Ryan February 2005.
    4. Celebrating AAB 25<sup>th</sup> Anniversary.
      - Celebration in March 2005.
    5. Virtual Community web site. (Pending Dianne Veenstra)
3. ADMINISTRATIVE REPORTS
  - A. College President: Dr. Michael T.. Wood
  - B. Institutional Relations: Vice President Richard Beall
4. NEW BUSINESS  
Schedule of upcoming meetings and events
  - AAB meetings: Feb. 7, 2005, and April 11,2005
  - Career Day: Spring (TBD)
  - Admissions Open Houses: Dec. 11, 2004
  - Career Fair: April 2005.
  - Commencement and 25<sup>th</sup> Anniversary of AAB: May 14, 2005
5. ADJOURNMENT (8:30 PM)