

CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES

November 15, 2004

MEMBERS PRESENT: Dr. Michael Wood, Jim Amerault, Tom Bagg, Richard Beall, Melissa Crouch, Jorome Gibbon, Francis Jenkins, Joy Johnson, and Greg Strutt.

MEMBERS ABSENT: Carolyn Dent, Matt Hearn, Joanna Kolasinski, Jeff Glass, Jack Dunlavey, Jason Tobias and Charles Vergers

GUEST: Professor John Ryan substituting for Charles Vergers who was teaching.

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.
- A motion was made to accept the agenda by Tom Bagg. Greg Strutt seconded the motion. The motion passed unanimously.
- Minutes of the September 20, 2004 meeting: On page 3, Dr. Wood's middle initial should be "T" not "A".
- A motion was made by Jim Amerault to accept the minutes with the correction mentioned. Greg Strutt seconded the motion. The motion passed unanimously.
- Jerry Gibbon passed out copies of the IEEE scanner. An article on page 7 is about Ms. Elsie Grant who is the new managing editor. Ms. Grant is well known for the work she has done at Capitol College over the years.

2. CURRENT BUSINESS

- We need to get a guest speaker for the pre-business activity for the next AAB meeting. Perhaps Dave Wagner of the SOI would be a possibility.

A. Committee Reports

1. Student Survival Kits (Joy Johnson)

- Joy Johnson discussed student survival kits for the Fall Semester. Money was collected from the members.

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

- There was one meeting co-sponsored with Women in Engineering. Volunteers are needed to participate in the IT chapter of the IEEE.

3. Student Government

- Perhaps a rotating representative is needed from each of the student groups.

4. Lecture series (Jim Amerault, Tom Bagg)

- There will be a lecture on December 7, 2004 on Engineering Connections/Reflections/and Opportunities.

5. Web page Design (Joy Johnson)

- There were no current actions for updates.
- The AAB minutes for the past two years are on the Web site for viewing.
- Jerome Gibbon noted that he could go back and look at the names of people who graduated in the past by using the Web page.

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

- Dave Wagner, Ken Dolan and Chuck Conner are working on the next phase of the SOI at Capitol College.
- From the standpoint of the AAB, we had a field trip over to the new building at the last meeting.
- Several AAB members attended the last SOI meeting. We are getting a level of involvement by AAB members.

7. Senior Report (Jack Dunlavey)

- Jerry Gibbon noted that Jack Dunlavey believes highly in the AAB mentoring students.
- For one reason, this gives the students encouragement in that they see that they can possibly reach the position of the one

doing the mentoring. Also it shows the student that someone cares about them.

- Jerry Gibbon noted that he had completed six hours mentoring a student this semester.

8. Member Status (Jerry Gibbon and Richard Beall)

- Two positions are currently vacant.
- Two possible candidates for the AAB are Charles Britt and Jeffery Banks.

B. ACTION ITEMS (carryovers)

1. New Web package updates-Alumni Web Page

- No new updates are in the works.

2. Student Outreach such as a tour.

- A tour of the Historic Electronics Museum was held on November 6, 2004. It was organized by Professor Ryan and advertised on the college website with notices in the dorms.
- The NSA Cryptology Museum has also been suggested. Melissa Crouch will check with NSA museum for a private tour.

3. IEEE National Engineers Week (Richard Beall and Professor Ryan)

- A field trip to Engineers and Architects Museum might be included for Engineer's week.

4. Celebrating AAB 25th Anniversary 2005

- Something will be planned around the college commencement on May 14.

5. Virtual Community Web Site (Jerry Gibbon)

- Dianne Veenstra might comment at a pre-business meeting activity for a future AAB meeting.

3. ADMINISTRATIVE REPORTS

A. College President, Dr. Michael T. Wood

Dr. Wood gave out a handout related to his report.

- Dr. Wood noted that at the last meeting he said we were working internally on a refreshing of our mission, a new vision statement of

where we want to be ten years from now, and the way we are going to work to get there.

- Dr. Wood noted that on the second page of his handout were the six primary objectives for the college this year. Those were derived from the much more extensive strategic action plan that the Executive Counsel drafted with the inputs from around the college community and presented to the Board of Trustees on November 1. The plan was endorsed in principle and we were encouraged to focus from the thirty objectives in the plan to the top five or six that we really want to get moving on right away.
- Dr. Wood noted the third page of his handout, which includes the remaining objectives. He noted that what we are doing is pulling together small groups that are cross functional that can work on these objectives and make these objectives happen.
- Last month he had the opportunity to meet with the presidents of the colleges in this country that are designated by the NSA as a center of excellence in information insurance. There were about 75 to 80% of the presidents at the meeting. We are going to be signing a memorandum of understanding with the other four institutions in Maryland. We will sign off on December 16.
- We had a focus visit by a team of three people from TAC ABET and the state of Maryland in early November. The visit was good and the deficiency and weakness were removed for the EE program.
- The National Society of Black Engineers was engaged in a leadership planning and activities meeting by Dr. Wood and Richard Beall.
- Renewable Energy is another area of potential new program development that we may get into. He has charged the academic chairs to be thinking about possible new program areas to put in our pipeline for feasibility studies. In regards to engineering we have been talking about getting into electric power engineering.
- He volunteered when asked to co chair the annual awards dinner for the Technology Council of Maryland Prince Georges network. Ron Williams from Prince Gorges Community College will be co-chairing with Dr. Wood. It might be a good opportunity to capitalize on Capitol College visibility to do some networking for alumni activities.

- Richard Beall and Dr. Wood have been visiting to local companies, which have large numbers of alumni and would be interested in staying with the college. Government agencies, private sector companies, professional trade associations are all examples.
- Mary Jane Holt who has been the president's secretary since 1983 is leaving on November 16. Jill Rudolph will be Ms. Holt's replacement.

B. Institutional Relations: Richard Beall

- Vice President Beall noted that the SOI is investigating partnering with a small antenna company.
- The Ampitheater that John Dettra and Dr. Troxler gave money for has been redesigned and the work will begin this winter.
- Mr. Beall has asked the same contractor for the Ampitheater to give him a bid on a gift to the college recognizing Dr. Troxler. The gift will pay for the symposium..

4. NEW BUSINESS

- Joy Johnson introduced a new naming opportunity for purchasing small bricks.
- Joy Johnson noted over \$5,000 dollars were raised at the last phonathon.
- Schedule of upcoming meetings:
 - AAB meetings: Feb. 7, 2005, and April 11, 2005
 - Admissions Open Houses: Nov. 20, 2004 and Dec. 11, 2004
 - Career Fair will be held either the second or third week of April 2005.
 - Scholarship breakfast: April 14, 2005
 - McGowan dedication: April 29, 2005
 - Commencement: May 14, 2005

5. ADJOURNMENT

- Meeting adjourned at 8:30 P.M.

Respectfully submitted,

Charles A. Vergers
Recording Secretary