

**CAPITOL COLLEGE  
ALUMNI ADVISORY BOARD  
MEETING AGENDA  
February 7, 2005**

Pre-business Meeting activity:

Presentations by staff on the use of Blackboard by Danielle Faison

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 Coordination (Representative Jason Tobiasz)
    4. Lecture series (Jim Amerault, Tom Bagg)
    5. Web page Design (Joy Johnson)
    6. McGowan Academic Center & Space Operations Institute (Richard Beall)
    7. 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.
      - Air & Space Museum Dulles Airport
      - Cryptology Museum and AS Garber Museum.
    3. IEEE National Engineers Week
      - Richard Beall & Professor Ryan February 2005.
    4. Celebrating AAB 25<sup>th</sup> Anniversary.
      - Celebration in May 2005.
    5. Virtual Community web site.
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 meeting: April 11, 2005
  - Scholarship Appreciation Breakfast: April 14, 2005
  - Admissions Open Houses: March 19, May 7, 2005
  - Career Fair: April 8, 2005.
  - McGowan Academic Center Dedication: April 29, 2005
  - Commencement: May 14, 2005
5. ADJOURNMENT (8:30 PM)