

**CAPITOL COLLEGE  
ALUMNI ADVISORY BOARD MINUTES  
100th MEETING**

April 11,2005

MEMBERS PRESENT: Dr.Michael Wood, Tom Bagg, Richard Beall, Jorome Gibbon, Greg Strutt, Jason Tobias, Francis Jenkins, and Joy Johnson.

NEW MEMBER: Charles Britt was welcomed as a new member of the AAB.

MEMBERS ABSENT: Melissa Crouch, Rick Hansen, and Charles Vergers.

GUESTS: Professor John Ryan was substituting for Professor Charles Vergers who was teaching. Professor Charles Wood was the guest speaker for the evening.

1A. WELCOME

Chairman Jorome Gibbon welcomed members to the meeting.

A sign in sheet was circulated.

Agenda of meeting:

Tom Bagg made the motion to accept the agenda. Greg Strutt seconded the motion.

The motion passed unanimously.

Minutes of the February 7,2005 meeting:

Tom Bagg made the motion to accept the minutes. Greg Strutt seconded the motion.

The motion passed unanimously.

1B. MEMBERSHIP STATUS - Rick Hansen has been out of touch for over a year and may be asked to step down from the AAB.

1C. GUEST SPEAKER: Professor Charles Wood reviewed the latest updates to the College's Branding and Marketing Study and Marketing Committee regarding our tag line.

Professor Wood passed out a handout and reviewed briefly each sheet concerning the Marketing Committee. E-mail survey is now complete.

Focus group is to meet on Monday April 25, 2005. All college groups are to have input. The group will work on possible college logo.

1D. Chairman Gibbon thanked John Ryan for filling in for Charles Vergers for the taking the minutes of the meeting.

2. CURRENT BUSINESS

2A. Committee Reports

1. Student Survival Kits (Joy Johnson)

Joy Johnson noted that survival kits are going to be passed out at the end of the spring semester. She noted that ten dollars is being collected for each kit.

Joanne Kolasinski and Melissa Crouch will help Joy with purchasing materials for the kit.

Several members of the AAB contributed donations to purchase kits for the SSK program

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

There will be a presentation dealing with RFID (Radio Frequency Identification) Technology on April 19, 2005 at Capitol College in room 244. The presenter will be Joy Steinmetz, president of Bar-coding Incorporated. A copy of Joy Steinmetz's resume was given out for examination.

3. Student Government (Jason Tobias, student body representative)

Jason Tobias is the AAB student member at Capitol College for 2004-05.

Mr. Tobias is a support engineer at the Space Operations Institute. He has recruited with many companies and they all are impressed with his background.

The following information was presented about the SOI program:

TOMS satellite budget has been cut and may impact the donation to Capitol College.

The SOI has an opportunity to improve the management of students' time.

There is not a lot of unity among students' to develop teamwork. Establishing the new building as a base of operations will bring new students interest in the Astronautical Engineering program.

4. Lecture series

Tom Bagg noted that he is working for the Hubble robotics service mission.

Hubble will remain operational for 2 or 3 years. Hubble will remain serviceable until 2010.

Tom has been handling the lecture series at Goddard and will be continuing to support the lecture series even though he now works for SAT.

The Goddard Fun Run is to take place on Wednesday 13, 2005 at noon. Meet at the visitor's center at 11:30 AM. Tom Bagg gave his cell phone number: 443-690-1309.

5. Web page Design

Joy Johnson noted that she is setting up a listing of all addresses for the AAB.

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

There must be activity to ensure that the control room in the new campus building is progressing.

The Astronautical Engineering (AE) program is experiencing growing pains with new courses being offered. A surge of enrollment is expected in the coming semester.

The building dedication is on April 29th. Al Diaz former head of Goddard is now the Associate Administrator of Science at NASA.

7. Senior Report (Jerry Gibbon for Jack Dunlavey)

Jack Dunlavey is stepping down from the active board after several years on the board.

Acting on Jack's program several AAB members have been active with mentoring students at the Capitol College. The RECEDE program invites retired people to help at high schools and middle schools. We are seeking a member to take Jack's position on this AAB effort.

2B. ACTION ITEMS (carryovers)

1. Review of Virtual Community

This is still on going.

2. Student Outreach and Tours

There will be a tour of NSA on April 16, 2005.

3. National Engineers Week (February 2006)

District of Columbia Council of Engineering and Architectural Societies (DCCEAS) recognized Jerry Gibbon as recipient of the 2005 "Engineer of the Year Award". The College is looking forward to an active program to celebrate engineer's week on campus in February 2006.

4. Celebrating the AAB's 25th anniversary.

This is the 100th meeting of the AAB. Heritage information will be displayed in a classroom of the new building. Information will be collected over the next year for the Heritage Hall.

Activities commemorating the 25<sup>th</sup> year of the AAB will be held during the 2005-06 year.

3. ADMINISTRATIVE REPORTS

3A. President, Dr. Michael T. Wood

Dr. Wood noted the following:

The budget looks good.

Enrollment is up. There are 370 applications this year as compared to 300 applications last year at the same time.

Business Administration program is strong.

The Electrical Engineering (EE) program is coming back.

Astronautical Engineering (AE) program has 30 applicants.

A bus from Boston brought 50 students to visit Capitol College.

A bus brought students from seven high schools in the Detroit area.

The NASA prep program is coming back this summer.

Jump Start juniors are coming on Friday April 15, 2005.

Dr. Wood and Richard Beall will be serving on MICUA committees.

Capitol College has been named in the top twenty schools for master's degrees for Information Technology (IT). Capitol College was 10th on the list. All schools above us on the list were public institutions.

The NASA budget for TOMS is an issue of concern for the next year.

3B. Institutional Relations, Vice President Richard Beall

Mr. Beall gave a tour of the new building before the meeting for those members who arrived early.

4. NEW BUSINESS

The schedule of upcoming meetings and events:

McGowan Building Dedication: April 29, 2005

Commencement: May 14, 2005

AAB Meeting: September 12, 2005

5. ADJOURNMENT

Tom Bagg made the motion for adjournment. Greg Strutt seconded it the motion carried Meeting was adjourned at 9:00 P.M.

Respectfully submitted

Charles A. Vergers  
Recording Secretary