

CAPITOL COLLEGE  
ALUMNI ADVISORY BOARD MINUTES  
MEETING # 102  
November 15, 2005

MEMBERS PRESENT: Dr. Michael Wood, Jim Ammerault, Tom Bagg, Richard Beall, Charles Britt, Carolyn Dent, Jerry Gibbon, Rick Hansen Francis Jenkins, Greg Strutt, Joy Johnson and Charles Vergers.

MEMBERS ABSENT: Melissa Crouch  
(2 vacant positions)

GUEST: Joy Johnson

**1A. WELCOME 6:30PM**

- Vice President Richard Beall gave a certificate of appreciation to Jorome Gibbon for all of the work he has done with the AAB since 1988. It was announced that his new title would be Chairman Emeritus. Photographs were taken.
- Dr. Wood noted a very strong AAB and praised Jerry for all his work with the AAB.
- A sign in sheet was circulated.
- **Agenda of meeting:**  
Richard Beall said he was striking item 7 Senior Alumni Report from the agenda.  
Rick Hansen made the motion to accept the agenda. Tom Bagg seconded the motion.  
The motion passed unanimously.
- Minutes of the September 20, 2005 meeting:  
Tom Bagg noted a change that was needed. He will send the change to either Joy Johnson or Megan.  
Rick Hansen made the motion to accept the minutes with the changes indicated.  
The motion passed unanimously.

**1B. MEMBERSHIP STATUS-**

- Richard Beall noted that Melissa Crouch is having problems attending AAB meetings but she would still like to be an AAB member. It was noted that if she stays active with one AAB function she might remain on the roster.

## **1C.GUEST SPEAKER**

- This item was postponed until the next meeting.

## **2.ADMINISTRATIVE REPORT**

### **2.A. President, Dr.Michael T.Wood**

- This has been a very busy period in regards to Academics and External Affairs.
- We have just had an accreditation visit from ABETS which examined the EET, CET and TET programs. Few concerns were raised. By doing away with the AA program we can cancel those concerns. Dr. Wood is drafting a response.
- The week of Nov. 13 we have an accreditation visit, which will look at our business degrees. Preliminary feedback has been good.
- Dr.Wood attended a meeting on Network Assurance. Capitol College is one of sixty-six centers of excellence in the country.
- We are in the process of resubmitting the application for certification in Network Assurance.
- There is a battle in congress on the Higher Education Authorization Act. The cost is 9-15 billion dollars in student aid.
- The governor campaigns are gearing up. There are a lot of people we need to contact.
- Enrollment is up about 15%. The budget is satisfactory.
- Dr.Wood and Vice President Beall are working on the endowment.
- Brian Thompson has resigned from the Board of Trustees.
- Thomas Kloster is joining the Board of Trustees.
- Chief Academic Officer Dr.David Odett is recovering from surgery.
- A Robotics group is coming to the open house on November 19.
- There will be a town Hall Meeting on November 16.
- Jerry Gibbon is leading the office of professional development at the college, which provides training and educational services for industry and government.
- Dr.Weiler and Dr.Wood will meet with the commander of NAVAIR at southern Maryland to develop light weight mechanical engineering program.
- Dr.Wood attended a retreat of MICUA with a large group of people from various offices.
- Senator Sarbanes will be at Education Day in Annapolis.

- Dr. Wood will attend Governors conference on Thursday, November 17th.

## **2.B Vice President External Relations, Richard Beall**

- The phonation is completed .We need support from any friends of the college. The IRS has lifted the cap for non-profit institutions.
- We have seen designs for the new logo, etc. There will be a roll out on campus during the second half of February. This will probably be on February 23, 2006. There will be new ID cards for students.
- Capitol College will host a Baltimore Washington Chamber Service event in the near future.
- We want to persue a National Security Agency scholarship. Vice President Beall noted that he had talked with Mr. Jeff Recor of Walsh College. As part of a proposal we need to advertise and recruit a candidate in January 2006. A scholarship evaluation committee is needed. If any committee member has any links to individuals let Vice President Beall know.
- Vice President Beall proposed a motion for setting up a sub-committee to look at a possible scholarship in honor of Professors Ho and Vergers.

## **3. CURRENT BUSINESS**

### **3A. Committee Reports**

#### **1. Student Survival Kits (Joy Johnson)**

- Student survival kits will be delivered on December 9.
- AAB members wrote checks for supporting the survival kits.

#### **2. Webpage Update (Joy Johnson)**

- Everything is updated
- Very recently the Capitol College Website was voted 7<sup>th</sup> best.
- Other Comments: Kevin Wilson is a possibility for an AAB candidate after viewing information on alumni.

#### **3. Funds (Joy Johnson)**

- The Annual Fund is at \$32k.
- The Capitol Campaign is at \$3.9M

#### **4. Information Technology (IT) Chapter of the IEEE (Greg Strutt)**

- We need input for lectures and tours.

- Charles Britt suggested a diversity summit.
- Co-sponsoring activity on professionals at an Electronics Museum on Dec.3.

## **5. Student Government**

- The new student representative on the AAB is Mr. Ade Sanusi a Homer Gudeusky scholar. When asked about his concerns he noted that he has been concerned about students leaving the college.
- Dr.Woods noted that 95% of the students that were here during the Fall 2004 semester returned in the spring 2005 semester.
- Dr.Wood said that he wants to encourage staff to try to get the graduation rate up to 50%.
- Jerry Gibbon noted that perhaps the college needs a success story.
- It was suggested by Rick Hansen that perhaps we need to show students the types of problems we had while in college. Think of the worst problem you had while in college.
- The following AAB members agreed to be on a sub committee concerning student retention problems. Mail your example problem to them or phone them.

Charles Britt  
 Carolyn Dent  
 Jerry Gibbon  
 Rick Hansen

## **6. Lecture Series (Tom Bagg) and Tours (John Ryan)**

- There will be no seminars during December 05 or January 06.
- Mr.Bagg has sent out a memo concerning the seminars through June 06.
- Jerry Gibbon noted that we would like to repeat the tours to the Historic Electronics Museum and the Museum of Cryptology at NSA.

## **7. Senior Alumni Report**

- Jack Dunlavey has retired from the board. No report given.
- Jack was interested in endowments, mentoring etc.

## **8. NASA Report, Space Operations Institute (Richard Beall and Carolyn Dent)**

- Currently there are 21 active students in the SOI.
- There are 14 new applicants this semester. We would like to increase the SOI base to 30 students.
- We have submitted our cost proposal to NASA through September 2006 and it is tentatively approved to support our operation. Formal approval is expected within a few weeks.
- We have hired Reginald Bush as the lead ID engineer. He has been involved in implementing and testing the TOMS ground control system in the SOI control center on campus.
- Professor Walters is supporting the SOI on a half-time basis. She is leading efforts to develop and implement configuration management processes and is our technical lead on the Aqua model based advisor system and the development and operations of the redesigned flight dynamics system for the TOMS satellite.

### **3B. ACTION ITEMS (carryovers)**

#### **1. Student Outreach and Tours**

- We are continuing to investigate the possibility of new tours. We would also like to repeat the Electronics Historical Museum tour and the NSA Cryptology Museum tour.

#### **2. National Engineers Week**

- As we celebrate National Engineers Week perhaps we can do something in regards to one of our graduates like Jerry Gibbon, Richard Zuschla or Charles Britt.

#### **3. Celebrating the AAB's 25<sup>th</sup> anniversary.**

- Jerry Gibbon is in charge of this. He is open to your ideas. Mr. Gibbon noted that we need to do something about the archives of the AAB. Someone needs to be in charge of having them placed at a certain location.

#### **4. Scholarship**

- The AAB needs to work with Professors Ho and Vergers concerning a possible scholarship in their name. Professor Vergers handed out a

draft letter concerning the scholarship. It was asked that the letter be e-mailed to the AAB members.

**5. Attracting new members to the AAB.**

- Jerry noted that if you can't physically participate in the AAB meeting that you need to write an email indicating that you do want to participate with the board.

**6. Centra** –using it for call “ins” to AAB meetings and ad hoc working groups.

- This area in unresolved.

**4. NEW BUSINESS**

**4A. Entrepreneurship focus**

- Rick Hansen noted that perhaps we want to look at people that are interested in new ventures here at the college.
- Dr. Wood noted that Vice President Richard Beall and himself want to look at having an Entrepreneur focus here at the college. This is a very favorable area for the study.

**4B. Outreach to Students**

This area was covered in Student outreach.

**5. New Schedule of Upcoming Meetings and Events:**

November 19 - Open House  
November 29 - Convocation  
February 21 - AAB Meeting  
February 23 - Brand Roll Out Celebration  
May 13 - Commencement

Respectfully submitted

Charles A. Vergers  
Recording Secretary