Present: Ron Ellis, Kent Dacus, Bruce Hitchcock, Jonathan Parker, Mark Howe


2. Review Previous Minutes: *Approved as submitted.*

3. Reports:
   A. Admissions/Retention/Enrollment Reports: *Reports given.*
   B. Budget/Financial: *Report given.*
   C. Personnel: *Report given.*
   D. Planning: *No report.*
   E. Donor Reports: *No report.*

4. Old Business: *None.*

5. New Business:
   A. Exempt/Non-Exempt Status of Executive Assistants (MH): *Discussed; exempt status of executive assistants approved; common job descriptions referred to Mark Howe.*
   B. Staff Performance Evaluations (MH): *Discussed; need for new performance appraisal instruments referred to Mark Howe.*
   C. Sandals/Athletic Space/Kinesiology (KD): *Discussed; referred to Jonathan Parker and Kent Dacus.*

6. Information Items: None

7. Dates of Future Events:
   - January 21, 2002 – Holiday: offices closed
   - January 24 – 26, 2002 – CSBC Executive Board Meeting, Fresno
   - February 8, 2002 – Budgets due to the President
   - February 12, 2002 – Budget Hearings
   - February 14-16, 2002 – CBF Board Meeting, Fresno
   - February 18, 2002 – Holiday: offices closed
   - February 20-21, 2002 – Executive Council Retreat, President’s Conference Room
   - February 25-26, 2002 – CA Evangelism Conference, Emmanuel Baptist Church, San Jose
   - March 1, 2002 – Area Reports due by email to the President

8. Other: Handouts: None