EXECUTIVE COUNCIL
CALIFORNIA BAPTIST UNIVERSITY
MINUTES (Approved 2/14/02)
February 7, 2002

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


2. Review Previous Minutes: *Minutes of 1/18/02 and 1/31/02 approved as submitted.*

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

4. Old Business: *None.*

5. New Business:
   A. Reclassification of Job Positions (MH): *Admissions counselors approved as exempt; advising classifications referred to Mark Howe.*
   B. Holiday Schedule for fiscal year 2002-03 (MH): *Approved.*
   C. Church Mailings (BH): *Cynthia Wright designated as person to clear mass mailings through.*
   D. New Economy Workshop – June 20, 2002 (RLE): *Date approved.*
   E. Employee of the Month (MH): *Nominee approved for March.*
   F. Staff Going on ISP Trips (MH): *Recommendations should come to Executive Council through Kent Dacus prior to employee notification.*
   G. Transfer of Vehicles to Athletics (MH): *Discussed; referred to Mark Howe and Kent Dacus.*
   H. Marketing Position (RLE): *Discussed; referred to Ron Ellis.*

6. Information Items: *None*

7. Dates of Future Events:
   - February 8, 2002 – Budgets due to the President
   - February 11, 2002 – President’s Advisory Council, PCR, 3:00 p.m.
   - February 12, 2002 – Budget Hearings
   - February 14-16, 2002 – CBF Board Meeting, Fresno
   - February 18, 2002 – President’s Day offices closed
   - February 20, 2002 – Executive Council Retreat, President Conf. Room (PCR)
   - February 25-26, 2002 – CA Evangelism Conference, Emmanuel Baptist Church, San Jose
   - March 1, 2002 – Area Reports due by email to the President by 5:00 p.m.
   - March 14, 2002 – Spring Play Premiere
   - March 28-31, 2002 – Easter Holiday (offices close at noon)
   - April 8, 2002 – CBU Golf Tournament
   - April 17, 2002 – Honors Convocation MABC
   - April 25, 2002 – 7:30-9:30 p.m. Reception for Graduating Students at the President’s home
   - April 26, 2002 – Campus Days

8. Other: Backstreet lunch order sheet - Executive Council Retreat