



LABI Campus Monthly Report: April 2015

LABI College-Institute-Seminary

Mission Statement: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.

Core Operational Value Statement: As a body of believers motivated by hope and purpose, we move and operate with excellence, transparency and innovation.

Office of the President: Marty Harris, PhD & Priscilla Sanchez

For more information, comments, or recommendations please contact Priscilla Sanchez, Executive Editor for the LABI Campus Monthly Report office 626.968.1328 Ext. 3023 or email psanchez@labi.edu.

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LABI College President's Report: Dr. Marty Harris

President's Report Executive Summary

On behalf of the LABI College, staff and administrative team, I am pleased to submit the President's report for the month of April 2015, reflecting in part my first seven months in office along with several assumptions, planning and expectations to be considered over the remainder of the academic/fiscal year. These last couple of months we also celebrated recent and successful visits from ABHE and the Alliance from the AG, along with our full board meeting. Some key progress areas highlighted during these visits and board meeting include the following:

Some General Progress Areas:

- (1) Established clearer roles/responsibilities and developing the LABI leadership team.
- (2) Developed and implemented an LABI Institutional Strategic Planning Process.
- (3) Continue to leverage resources and partnerships with other colleges/universities.
- (4) Student Writing Center at LABI launched.
- (5) Developing a budget cycle with the LABI leadership team/campus community.
- (6) Explore and Develop, needed and required policies for students, staff and faculty.
- (7) Hispanic Association of Colleges and Universities-Educational Affiliate status.
- (8) Oddo Diner Project (2) grants (received and completed).
- (9) New Program Development Process for LABI/LATS Developing.
- (10) New Certificate Program Options through the LATS ExCEL program (May 2015).
- (11) Marketing and recruitment campaign for new programs (continuing).
- (12) Began discussions with accreditation exploration with WASC.
- (13) There are partnership possibilities with Northwest University.
- (14) Prepared and submitted \$80,000 to support (4) study centers for campus.
- (15) \$2M capital campaign presented and supported by Board of Trustees.
- (16) Strategic tuition adjustment/increase plan supported by Board of Trustees.
- (17) Bylaws amended- extending greater authority/autonomy to the President's office.
- (18) ABHE (accreditation) progress reports/preparations completed.
- (19) Successful AG Alliance report, site visit and response.
- (20) LABI Operational Value Statement created.

Major Objectives for the next academic year (Goals) 2015-2016 include:

1. Establish an LABI Foundation and related fund-raising initiatives.
2. Launch New ExCEL certificate programs.
3. Improve upon our Branding and Marketing.
4. Continue successfully with ABHE accreditation process
5. Strategic Tuition/Fee Plan
6. Continue to build our Board of Trustees members with: quality, relevance and impact
7. Build relationships with district churches and other churches aligned with our mission.

Respectfully Submitted,

Marty Harris, PhD

President and CEO

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LABI College Business and Financial Report: Ruben Mora, Chief Financial Officer

Strategic Goals

1. The budget process is nearly complete. All Business Unit Managers will turn in appropriate budgets by April 22, 2015.
2. To have debt ratio under 4% by the end of school year.

Progress on Key Performance Indicators

1. Last semesters' bad debt ratio is still at 4.4%. We keep working with students that did not return this semester. They are the ones that owe the 4.4%.
2. Our expense to revenue indicator is at 107%. We are 11% over the recommended 96% standard by ABHE. Adjustments are being considered to bring this percent down.

Challenges/Opportunities related to Strategic Goals

Biggest challenge is time allocation. There is a considerable work load.

General Updates

We went thru a successful Consultation Visit by Dr. Randall Bell, ABHE. Preparations are being made for a Self Study. We are also working closely with students to finish this semester with optimal payment rates.

Budget Progress

The Business Office Operational Manual is complete!

Final spreadsheets have been drafted for the Budget Process. All departments have been charged to work through some "rough" budget estimates, due April 22, 2015.

LABI College Academic Office Report: Rodolfo Estrada, Chief Academic Officer

Accreditation

On Friday, April 19, we received an accreditation visit from Dr. Randall Bell. We discussed the self-study, the library, and what we need to do for the next step towards candidacy. Our goal is to continue working on our self-study over the summer and submit this document in November 15. The faculty will be reviewing its program objectives within the coming months. The objectives needed to be more specific and also reflective of general skills that could benefit our students who desire to transfer to other programs.

ExCEL Program/New Programs

The faculty participated in hosting an ExCEL Open House breakfast on Saturday, April 18. Vikram Peters, Elizabeth Baez and the Academic Dean were those who engaged in a discussion panel with President Dr. Marty Harris and answered prospective students' questions and discussed information about our certificate programs.

Faculty and Academics

We have launched our initial committee meetings for graduation on May 15 and 16. We are also finalizing the details for our portfolio reviews that are going to occur on Friday, April 24 and May 1. We are also planning to launch summer school in June 8 with new and exciting courses. This is the first time that we are offering summer school and are going to be testing the market to see if this can launch into a new residential option for our students. The academic calendar and list of courses have already been set. Currently, we are working out some details in our cost analysis of the program in order to make sure that it will be financially feasible. We may also partner with the Youth Department of SPD and launch a high school youth program.

LABI College Student Services Report: Robert Cerda, Dean of Students

Strategic Goals

1. To focus on a seamless leadership transition with new and existing student leadership.
2. To develop an award system for our Student Life Department.
3. To work with SGA to raise money for the senior outing in May.

I will be working to assist our student leaders who will be graduating. We will plan an outing to recap our time together and to appreciate our leadership team for all the good work they have done. Also, we have scheduled to give awards on Wednesday May 6, 2015 during chapel. We will be highlighting students who have positively contributed to our campus life experience. The students who will receive awards have been recommended by other students for a variety of reasons. Lastly, SGA is hosting the Senior Outing on May 13-15, 2015 and will be going on a camping trip in the LA National Forrest. Sandra Cerda (RD) and I will be going to the trip to chaperon our LABI graduating class. After the trip we will come back for the baccalaureate and commencement services.

Updates: In March 23-31, 2015, students campaigned for the positions of SGA officers. We had an election night where the student body heard speeches from the nominees. After, they were able to cast their vote to elect the next SGA representatives. The SGA officers elect of 2015-2016 are Ivan Chavez (President), Stephanie Jimenez (Vice President), Mercedes Fernandez (Treasurer), and Daniela Almaguer (Secretary). On April 9-11, we hosted an event at College Days and our entire leadership team was highly involved. They performed their duties and responsibilities with excellence. They were organizing, cleaning, preparing, tearing down, leading games, and leading campus life orientation all was done with excellence.

Challenges and Opportunities: Time management is always the challenge for our student leader because of their class work and responsibilities.

Student Services. In regards to budget, all activities and events were done under budget.

LABI College Communications Report: Jessica Estrada, Chief Communications Officer

2014-2015 Strategic Goals

1. To create recap videos and photo albums of the Spring 2015 College Days.
2. To promote ExCEL
3. To create a branding culture at LABI.

Key Performance Indicators

Positive responses to College Days promotional items that are located on social media.

Challenges and Opportunities

Opportunity: Working on promoting and branding ExCEL.

General Update: On April 9-11, the media team took part in the annual spring College Days. During the event, the team helped with the entire production, documented each part of the program through photography and video, and shared all the photos taken on social media so people can view the wonderful things that took place during the event.

On April 18, the media department took part in the ExCEL Open House Breakfast. We helped promote the event, created 15-second videos, helped with the set up and took photos of the event.

Currently, we are working with each department to encourage that each area is branding LABI properly (please see appendix for letter sent to staff). The purpose behind building a strong branding culture is to communicate to the LABI community that our signature branding is synced.

Budget: At this point, the Marketing and Communications budget is at a good standing.

LABI College Alumni Monthly Report: Jessica Estrada, Chief Communications Director

2015 Strategic Goals

1. To continue updating social media with updates of LABI College on the Alumni Facebook page.
2. Review and update alumni website as needed.

Key Performance Indicators

Interaction on the alumni Facebook page is a key indicator that alums are engaging and keeping up with the latest news at LABI.

Challenges and Opportunities

Challenge: As I continue in my role as the Chief Communications Director, it's hard to juggle my normal day-to-day tasks and have a solid focus on alumni relations.

Opportunity: Having a dedicated alumni intern/employee on board to take over the alumni association is great. This will benefit the department and the college immensely!

General Updates

At the moment, there is no general update for the alumni department. A recommendation is made to hire a part-time (or full time) employee that can be dedicated to the alumni department and college advancement.

Budget Progress

We are within budget for the Alumni Association.

LABI College Spiritual Formation Monthly Report: Steve Pinto, Dean of Spiritual Formation

2014-2015 Strategic Goals:

1. Healthy Leadership Transition: Need to discuss and plan for transition of Campus Pastor.
2. Pastoral Manual: Writing a Spiritual Formation Manual in conjunction with the ABHE Accreditation Standard #8-Student Services.
3. Pastoral Budget for 2015/16: Continued dialogues with CFO in conjunction with the collaborative budget process.
4. Spiritual Life Survey: In keeping with the LABI-CQI project and its goal of Cultivating a Culture of Assessment the office is establishing across-the-board survey procedure.

Key Performance Indicators:

We began meetings with the Pastoral team to present a healthy Campus Pastor transition from Pastor Steve Pinto to Pastor Krystal Baca toward the end of the semester.

Created a comprehensive outline to initiate the collecting and organizing of data for the Pastoral Manual.

Challenges or Opportunities:

There is a budget needed for potential chapel speakers. The Spanish Pastor position needs to be filled.

General Updates: The pastoral house is setting standards for potential chapel speakers. We are establishing a reference list for professional counseling reference.

Budget Progress: The office of Spiritual Formation does not have revolving budget.

LABI April Report: Steven Valdez, Director of Library Services

Strategic Goals

1. To organize and catalog books onto the library online catalog.
2. To prepare for the visitation of Dr. Bell who is our representative of the Association for Biblical Higher Education organization.
3. To prepare library assessment tools in preparation of the Association for Biblical Higher Education organization visitation.

Key Performance Indicators: With the increase of two student volunteers, I have been able to complete library reports and policies. The Registrar, Sara Lopez, has committed and fulfilled Monday night operating hours. Due to Sara's commitment, the library has been accessible to students for their academic needs.

Challenges: In our library storage bin, we have over 30,000 books and we are currently seeking volunteers to help sort through the volumes of resources that LABI College has.

General Updates: A Think Tank session was held on Tuesday the 7th of April. The library hosted 8 students for this successful Think Tank session.

Budget Progress: \$45.00 for ink toner has been used for the library printer.

LABI Enrollment Management Report: Eli Vega, Chief Enrollment Officer

2015 Strategic Goals

1. Fall class recruitment status
2. ExCEL certificate program
3. Partnerships

Fall Class Recruitment Status: We are currently working with over 126 applicants who have shown a high interest in enrolling for this upcoming fall semester! About 96 of the 126 applicants are interested to be on campus students and 30 applicants are interested in being off campus students. A recruiting and promotions campaign is currently undergoing in hopes to reach our intended goal of 113 full time equivalent students “FTE” for this fall semester.

ExCEL Certificate Program: On April 18, we hosted our very first ExCEL open house event. With 8 RSVP, and 4 others registering at the door, we were able to reach and network with 12 prospective students. We currently have 34 prospective students who have shown interest in one of the three certificate programs we are offering and 8 applicants who are primarily interested in the Psychology certificate program. Strong emphasis in recruiting methods (scholarships and discounts incentives, HTMLS, social media ads) aside from daily phone calls and emails are undergoing to increase our chances to launch the ExCEL certificate program. ExCEL is scheduled to launch May 2, 2015.

Partnerships: In our efforts of continuously insuring the flow of new students for both academic programs at LABI College, we successfully reach out to several alumni, churches, AG districts, and ministries to a partnership where both parties can benefit. Most recently, we established a partnership with a Spanish ministry “*Impacto Juvenil*” founded by an LABI alumnus. In our huge state of need for Spanish students, we were able to find a ministry like “*Impacto Juvenil*” that caters to first generation youth in the United States. Meetings are still being scheduled to create a huge push in recruiting Spanish students for this fall semester.

LABI Registrar Report: Sara Lopez, Registrar

2014-2015 Strategic Goals

1. To efficiently Manage Data Record .
2. To effectively Advice/Counsel Students in Academics.
3. To have progressive Graduation Planning.

Key Performance Indicator:

Students satisfaction to service (i.e. Transcripts, enrollment verification letter, Advising).

Challenges and Opportunities:

This month I was able to process official transcripts by first verifying the clearance with financial department. I was also able to assist students who were in need of an enrollment verification letter. Nonetheless, a challenge that we continuously encounter in the academic department is student academic performance. This month I was able to assist students who preferred to “withdrawal fail” a course instead of failing. I was able to meet with 5 students who are in academic warning and probation. Specifically, these 5 students had received emails and letters to schedule meetings throughout the semester, and unfortunately they neglected to respond to any of them. However, when I first met with them (this month) I was able to notify them about their classes, opportunities, listen to them attentively, and pray for their needs and circumstances. Many of them expressed their frustration with family issues, their lack of studying skills, and discipline. When a student is vulnerable and accepts their weaknesses, there is always an opportunity for improvement. Thankfully this summer is our first time launching summer classes, many of our students will definitely benefit from this opportunity.

We are closer to our 2015 graduation and the planning in our department continues. This month I sent out letters to fall 2015 graduates with important details regarding commencement and baccalaureate.

Budget: The Academic Department budget is at a good standing.

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LABI College Residence Life Report: Sandra Cerda, Residence Director

2015 Key Performance Indicators

1. Leadership training (RA's)
2. Provide student activities to promote spiritual, social and academic goals
3. Improvement: Use assessment, evaluation, and implementation for continuous improvement of our people, programs, facilities, and services

Training for Residence Assistants: This month has been extremely busy for the residence department. Therefore, most of our trainings have been implemented during our weekly leadership meetings. For example, this past meeting with the resident team I shared on the importance of "Making the Right Choice" and referenced Deuteronomy 30:19 and Romans 5:19. We also, elaborated on how every decision impacts our community, either positively or negatively. Therefore, in an effort to better serve our students, the RA's committed to making the right choices which will help to improve the quality of our campus life.

Provide Student Activities to Promote Spiritual, Social and Academic Goals: One very impactful Outlet service we conducted this month was "Girl Talk & Man Talk" during this time both the girls and the guys gathered and worshiped together. We then separated for a time of exclusive "Girl Talk" & "Men Talk" During this time, the students had an opportunity to anonymously ask questions to a panel of administrators. However, based on the questions asked, we were able to learn that our male students struggle with self esteem issues and the ladies struggle with past hurt and relationships. As a result to this event, we are looking into different ways to meet the needs of our students and will continue to do these panels, as we received plenty of positive feedback.

Challenges: The budget, dorm furniture, professional development, additional study space, and adequate recreational areas are major challenges in the resident life department.

Latin American Theological Seminary January Report: Denis Rivera, LATS Director

2014-2015 Strategic Goals

1. To have a healthy growth in the studies of LATS extensions.
2. To program courses, coordinate professors, dates, and location per quarter.
3. To improve the academic quality of each LATS extension.

Key Performance Indicators

We had a meeting earlier this month with Rev. Marcos Roman, assistant pastor of Templo Calvario Church in the city of Santa Ana to explore the possibility to open a new study center of LATS in this church. Also I am going to have a meeting with pastors Carlos and Rossi Montoya on April 22. They are directors of *Instituto Biblica La Roca* in the city of Tijuana to explore another opportunity to open a new LATS extension for their graduating students. If everything goes well, there will be a new LATS extension in this upcoming summer quarter.

Challenges and Opportunities

We are preparing special admission packets for LABI extensions and on campus students that are graduating. We are inviting them to continue their studies with a degree in a Bachelor's in Theology at LATS.

General update

Recently we upgraded the software for our Academic Record Program that we had in our database for many years. Also, we purchased a new computer to setup ARP in a proper device.

We trust that our academic records will be safe for many years to come!

Budget

According to the Chief Financial Officer, LATS is at a good standing with the budget.

Progress Report April 2015: Jose L. Saavedra, Associate Dean LABI Extensions

Strategic Objectives:

1. Supervise the beginning of the academic calendar 2015.
2. Promote the opening of new LABI Extensions.
3. Promote the development of the project of online classes.

Progress of Strategic Objectives:

We have started the second quarter of the academic calendar of 2015. A total of forty-eight extension centers are operating, having a total of approximately 1,010 students.

In the current year, three new extensions have opened. One is in East Los Angeles in the city of Príncipe de Paz Church, with 20 new students registered. The second new extension is in the city of Tijuana, Baja California in the Amistad Cristiana Church, with 40 new students registered. Lastly, the third extension is in Victorville in the Restauración Church, with 50 new students registered. During the month of May, work will focus on opening two new extensions, one in Chula Vista and the second in Brawley.

The development of the first quarter of the online classes is in progress. There have been a total of 40 students: Georgia 1, Washington 2, California 19, Wyoming 2, Arizona 1, Chihuahua 10, Mexicali 3, Durango 1, Guadalajara 1. The goal for 2015 is to register 200 new students.

LABI College Communications Report: Miguel Muñoz Director, Dining Commons

2014-2015 Strategic Goals

1. To have the Health Department inspect the cafeteria.
2. To place the Fire Suppressor system on the hood fan.
3. To get the steam table working properly.

Key Performance Indicators

There has been positive responses to the changes which are being made in the kitchen.

Challenges and Opportunities:

It is difficult finding the right people to perform the job. Rating the cafeteria through Health Department will bring a plus to it.

General Update:

We are trying to set a date for the architect to stop by and start working on the blue prints; this will involve measurements of the whole cafeteria, locating electric connections, water pipes, drains and equipment like stove, grill, ovens, etc.

Once this is done, we will take the blue prints to the Health Department to start the process for our license. They will evaluate us twice a year.

Recently we added a TV antenna to the main flat screen inside the cafeteria, so students are aware of what's going on outside LABI by watching the news. They can also use it to bond by watching movies and sports.

College Days was great; students involved were excited to be part of the kitchen team. There was a lot of work but it was nice to hear the guests enjoying the food and complimenting the students for their work and food they prepared.

Student Governance Association Monthly Report: Dulce Gonzalez, SGA President

2015 Strategic Goals

1. To plan the senior trip.
2. To prepare the new 2015-2016 SGA Team
3. To leave SGA 2014-2015 a legacy mark.

Key Performance Indicators

With the year almost over, SGA is currently working toward planning out and preparing the graduation trip for all of the graduating class students of 2015. As the new SGA team for the 2015-2016 school year has already been elected, our current focus is to prepare them and pass on as much training as possible to equip them for their duties to come.

We are currently working on brainstorming and planning out ideas for our SGA 2014-2015 legacy mark to leave behind as part of our gift back to LABI.

Challenges

Finding an activity that will appeal to most students while staying within a budget is difficult.

Trying to get everyone together on the same date has become a challenge.

There are insufficient funds.

General Update

SGA is currently focusing on planning out the graduation trip for all of the graduating students.

With the new SGA team now at hand, we are also trying to spend as much time preparing them as possible for next year.

Budget Progress

SGA is clear of all debts with the financial office and has reached a profit amount of about \$1,000.

LABI College Writing Center Report: Rebekah Rossi

2014-2015 Strategic Goals

1. To accept at least three tutors and have each complete our extensive training.
2. To hold six writing workshops throughout Spring 2015 as a service to students and faculty.
3. To bring awareness of our presence, and to educate students and faculty thoroughly on Writing Center procedures.

Progress on KPI's: Our 'Summarizing Made Simple' workshop was a success with 28 attendees. Due to final papers that required the Writing Center stamp, we have been highly utilized, with over 50 completed appointments just this month. To aid with these appointments, Walter Cortez, an LABI alum, was also trained as a volunteer for the finals season, and has also confirmed his continued willingness for next semester.

Challenges or Opportunities: A skit was performed in chapel, which made clear the negative effects (for students in need, as well as the WC department) of dropping WC appointments, and had a powerful direct result: attendance of appointments dramatically increased!

General Updates: All departmental progress is under analysis in order to revise details in procedures according to realized needs. A broader network of volunteers is forming, allowing Rossi to function as director and not tutor in the near future.

Budget Progress: From the \$1680.00 approved on 3/18, a computer has been purchased and greatly appreciated. Other furniture and aesthetic purchases are underway.

LABI College ExCEL Certificate Program Report: Gabriela Mora, ExCEL Coordinator

Strategic Goals

1. To develop the Open House schedule.
2. To finalize the faculty agreement.

Key Performance Indicators

To promote Open House on social media.

To promote new idea of offering ExCEL through Webex.

General Updates

The month of April was a very successful month. On the 18th of April, we launched our first informative ExCEL Open House. A good group of people joined us to learn more about ExCEL, to participate our faculty Q&A session, and to be part of a mini lecture provided by Dr. Harris. The number of ExCEL applications increased by 3 prospect students for the month of April. I also met with the marketing team to develop new ways of communicating ExCEL through videos, social media, and new flyers. Last, but certainly not least, I met with the Academic Dean to finalize our professors who will be teaching ExCEL cohorts. As we get closer to our launch date which we have set for May 2, we are finalizing all the small details that still need to be finalized.

Budget Progress

The ExCEL Certificate Program operates with no budget at this moment.

LABI College Facilities Report: Robert Cerda, Dean of Students

Strategic Goals:

1. To seal the vents under the building to prevent creatures from making it their dwelling.
2. To empty out the blue storage bin in the back to make room for the extra storage.
3. To remodel the dorms by painting hallways, lobbies, and new flooring.

The need to seal the vents under the buildings is a top priority due to animals like opossums, and cats living under them. We have been storing furniture and material in the back of the Pastoral offices due to unavailable storage space. We have a 40 yard storage bin were the library books currently are; we will be emptying it out and used it for general storage needs. We are currently making plans to install flooring and paint the dorm hallways and lobbies.

General Updates:

Due to a series of plumbing problems in the dorms and studios, we are being more proactive on repairs when it involves water valves and hoses. Despite our efforts to maintenance, our valves and hoses had several water pipe leaks that needed immediate attention. Stephanie Jimenez, who is a student and has been tasked do research for the Facilities Operations Manual has made some progress. We will finalize this manual by the end of May 2015. In the maintenance department, we saw the need to add to the team to help with the work load, and we included to our team Rodrigo Caballero (Student).

Challenges and Opportunities:

Due to the demanding schedule of the students who have work study or servant leadership, the heads of departments cannot schedule them at times when work is needed. Also, a large amount of students have been missing their servant leadership and has created hardship to the following departments: janitorial, landscape, maintenance, and the kitchen.

Budget: N/A



Building a Branding & Marketing Culture @ LABI

Staff

Branding LABI College is important for each staff member to practice routinely while at work. Here are some simple ideas that will help each staff member ensure that they are showcasing LABI College in their work environment.

Badges: Always wear the LABI College name badge while at work.

Friday LABI apparel/casual day: LABI staff are encouraged to wear LABI apparel on Fridays but can also be dressed casually (except if a Board or Accreditation meeting is taking place).

LABI paraphernalia: All offices are encouraged to have LABI paraphernalia where possible.

E-mail standardization: Please ensure that your e-mail signature has the LABI Logo photo and follows the example listed below. Jessica Estrada, Chief Communications Officer, will be checking all employee e-mails to ensure they are consistent with the new guidelines.

E-mail “privacy” disclaimer: All employees are encouraged to add the following privacy disclaimer statement to the bottom of their e-mail signature:

“This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It contains information from LABI College, which may be privileged, confidential, proprietary and exempt from disclosure under applicable law. Dissemination or copying of this email and/or any attachments by anyone other than the addressee or the addressee's agent is strictly prohibited. If this electronic transmission is received in error, please notify us immediately by reply email or by telephone at (626) 968-1328, and destroy the original transmission and any attachments, without reading or saving them. Thank You.”

Mission and new value Statement: All employees are encouraged to make it a point to memorize and understand the LABI College mission and new value statement. Please note that the mission statement is located at the bottom of the weekly meeting agendas.

Area Identity statements: Each department will be responsible for creating a 3 sentence area identity statement. These statements will explain how each department supports the mission of LABI and their purpose. Both Jessica Estrada and Dr. Marty Harris will meet with each department individually to create their area identity statements.

Logos on documents: Ensure that the LABI logo and seal is on every flyer, manual, and document that represents LABI College

EXAMPLE:

Jessica Estrada
Dir., Communications & Alumni Relations



14209 E. Lomitas Ave., La Puente Ca, 91746
Office: (626) 968-1328 Ext. 3007
Fax: (626) 961-7253

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Cabinet Meeting Agenda

Tuesday, April 7, 2015

No meeting was held.

Cabinet Meeting Agenda

Tuesday, April 14, 2015

- I. Welcome
- II. Praise Reports/ Prayer Requests
- III. Devotional and Prayer
- IV. Approve Minutes
- V. ABHE Update led by Dean Rudy Estrada
- VI. Department Updates (**if given the opportunity**)
 1. Steve Pinto (Pastoral House)
 2. Rudy Estrada (Academic Office)
 3. Sara Lopez (Academic Office)
 4. Steve Valdez (Library)
 5. Jessica Estrada (Media and Communications)
 6. Gabriela Mora (ExCEL)
 7. Eli Vega (Admissions)
 8. Daniel Maya (Admissions)
 9. Sandra Cerda (Residence Life)
 10. Robert Cerda (Facilities/ Student Affairs)
 11. Denis Rivera (LATS)
 12. Jose Luis Saavedra (Extensions)
 13. Miguel Muñoz (Dining Commons)
 14. Becky Rossi (Writing Center)
 15. Priscilla Sanchez (President's Office)
- VII. Other

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.

Core Operational Value Statement: As a body of believers motivated by hope and purpose, we move and operate with excellence, transparency and innovation.

Cabinet Meeting Agenda

Tuesday, April 21, 2015

- I. Welcome
- II. Praise Reports/ Prayer Requests
- III. Devotional and Prayer
- IV. Approve Minutes
- V. ABHE Update led by Dean Rudy Estrada
- VI. Department Updates (urgent updates only):
 1. Steve Pinto (Pastoral House)
 2. Rudy Estrada (Academic Office)
 3. Sara Lopez (Academic Office)
 4. Steve Valdez (Library)
 5. Jessica Estrada (Media and Communications)
 6. Gabriela Mora (ExCEL)
 7. Eli Vega (Admissions)
 8. Daniel Maya (Admissions)
 9. Sandra Cerda (Residence Life)
 10. Robert Cerda (Facilities/ Student Affairs)
 11. Denis Rivera (LATS)
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 15. Priscilla Sanchez (President's Office)
- VII. Other

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Cabinet Meeting Agenda

Tuesday, April 28, 2015

No meeting was held.

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.

Core Operational Value Statement: As a body of believers motivated by hope and purpose, we move and operate with excellence, transparency and innovation.

Cabinet Meeting Minutes

Tuesday, April 7, 2015

No meeting was held.

Cabinet Meeting Minutes

Tuesday, April 14, 2015

ATTENDANCE 8:55AM

- Present: M. Harris, K. Baca, R. Cerda, R. Estrada, S. Lopez, G. Mora, R. Mora, E. Vega
- Absent: S. Cerda, J. Estrada, S. Pinto, P. Sanchez

MINUTES

- Minutes are approved as written.

UPDATES FROM THE PRESIDENT

- Dr. Harris: staff retreat discussion; Vanguard president will come Thursday; working on assessment; healthy transitions in the pastoral home; post-graduate interviews.

UPDATES

- Robert: possible underground leak; workshop on finances; smooth transitions with SGA.
- Krystal: explanation of chapel attendance from other schools.
- Rudy: ABHE meeting (4/17) update- lunch in diner, review and take reports.
- Sara: graduation preparation; meeting 4/15 at 2:00pm.
- Eli: changing payment plan; potential student certificate.
- Gabriela: ExCEL breakfast Saturday (14 RSVP's).

CLOSURE 10:20AM

- Staff is dismissed after meeting is over.

Cabinet Meeting Minutes

Tuesday, April 21, 2015

ATTENDANCE 8:45AM

- Present: M. Harris, R. Cerda, S. Cerda, J. Estrada, R. Estrada, S. Lopez, G. Mora, R. Mora, S. Pinto, P. Sanchez, E. Vega

DEVOTIONAL AND PRAYER

- Pastor Steve shares a devotional and prays over the cabinet members.

MINUTES

- Minutes are approved as written.

UPDATES FROM THE PRESIDENT

- Dr. Harris: Rebekah (Becky) Rossi is voted as a Cabinet member; debrief of ABHE process); ExCEL breakfast event feedback; meeting updates; staff retreat update information (April 28); assessment questions and CQI discussion; tuition increase discussion; Budget manager unit due tomorrow.

UPDATES

- Gabriela: ExCEL- 3 programs ready, launch soon (May 2).
- Sandra: discussed student situations.

CLOSURE 11:30AM

- Staff is dismissed after meeting is over.

Cabinet Meeting Minutes

Tuesday, April 28, 2015

No meeting was held.

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Staff Meeting Agenda

Tuesday, April 7, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Praise Reports/ Prayer Requests
- IV. Approve Minutes
- V. Updates from the President’s Office
- VI. CQI Lesson
- VII. Snacks today: Jose Luis Saavedra; Snacks next week: Nehemías Romero
- VIII. Other
- IX. Calendar

March	April	May
3/2- 3/6 Midterms	4/3 Good Friday- No school	5/1 Senior Outing
3/9-3/13 Spring Break	4/9-4/11 College Days	5/6- 5/12 Finals
3/9-3/20 Rudy and Jessica out of the office	4/17; 19 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service
		5/16 Commencement

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Staff Meeting Agenda

Tuesday, April 14, 2015

- I. Welcome
- II. Praise Reports/ Prayer Requests
- III. Devotional and Prayer
- IV. Approve Minutes
- V. ABHE Update led by Dean Rudy Estrada
- VI. Department Updates (**if given the opportunity**)
 1. Steve Pinto (Pastoral House)
 2. Rudy Estrada (Academic Office)
 3. Sara Lopez (Academic Office)
 4. Steve Valdez (Library)
 5. Jessica Estrada (Media and Communications)
 6. Gabriela Mora (ExCEL)
 7. Eli Vega (Admissions)
 8. Daniel Maya (Admissions)
 9. Sandra Cerda (Residence Life)
 10. Robert Cerda (Facilities/ Student Affairs)
 11. Denis Rivera (LATS)
 12. Jose Luis Saavedra (Extensions)
 13. Miguel Muñoz (Dining Commons)
 14. Becky Rossi (Writing Center)
 15. Priscilla Sanchez (President's Office)
- VII. Other

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Staff Meeting Agenda

Tuesday, April 21, 2015

- I. Welcome
- II. Praise Reports/ Prayer Requests
- III. Devotional and Prayer
- IV. Updates from the President’s Office
- V. Approve Minutes
- VI. Department Updates (urgent updates only):
 - 1. Robert Cerda (Facilities/ Student Affairs)
 - 2. Steve Pinto (Pastoral House)
 - 3. Rudy Estrada (Academic Office)
 - 4. Sara Lopez (Academic Office)
 - 5. Steve Valdez (Library)
 - 6. Jessica Estrada (Media and Communications)
 - 7. Gabriela Mora (ExCEL)
 - 8. Eli Vega (Admissions)
 - 9. Daniel Maya (Admissions)
 - 10. Sandra Cerda (Residence Life)
 - 11. Denis Rivera (LATS)
 - 12. Jose Luis Saavedra (Extensions)
 - 13. Becky Rossi (Writing Center)
 - 14. Miguel Muñoz (Dining Commons)
 - 15. Priscilla Sanchez (President’s Office)
- VII. Snacks today: Sandra Cerda; Snacks next week: Sara Lopez.
- VIII. Other

April	May	
24- Portfolio Presentations 2-6pm	1- Portfolio Presentations 2-6pm	16- Commencement
28- Staff Retreat	6-12- Finals	25- Memorial Day (Office closed)
29-Servant Leadership Awards	6- Presidential Awards	29- Steve Pinto’s Birthday
	15- Baccalaureate Service	

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Staff Meeting Agenda

Tuesday, April 28, 2015

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Staff Meeting Minutes

Tuesday, April 7, 2015

ATTENDANCE 10:20AM

- Present: M. Harris, S. Cerda, J. Estrada, R. Estrada, S. Lopez, D. Maya, G. Mora, J. Muñoz, M. Muñoz, S. Pinto, D. Rivera, B. Rossi, J. Saavedra, S. Valdez,
- Absent: R. Cerda, R. Mora, N. Romero, P. Sanchez, E. Vega

DEVOTIONAL AND PRAYER

- Pastor Steve shares a devotional and prays over the staff.

UPDATES FROM PRESIDENT'S OFFICE

- Dr. Harris: Board of Trustees Meeting April 8, 2015; wear name badge, dress professional, clean office area/dorm/w work stations.

MINUTES

- Minutes are approved as written.

UPDATES

- Steve: speakers- Steve Pinto (Spanish chapel), Dr. Curtis (Wednesday), Nelson Peralte (Thursday).
- Rudy: College Days prep; summer school launch in summer; registration via Populi
- Sara: graduation meeting yesterday; valedictorian, Wendy Angeles; class speaker: SGA president, Dulce Gonzalez; faculty of the year, Louis Kang.
- Steve: *Think Tank "Faith/ Belief"* tonight; first intern volunteer, Janell Lopez.
- Jessica: yearbook submitted; CD media meeting; ExCEL countdown; grad fliers.
- Gabriela: ExCEL breakfast, April 18 from 9:30am to 11:00am; launch date May 2.
- Daniel: CD meeting 1:30pm today; flyer on Facebook; schedules will be handed out; April 17 in Arizona.
- Sandra: informative house meeting last night on upcoming events.
- Denis: new center in Pomona; flying to Durango; new extension in East LA on May 5.
- Jose Luis: 2 new extensions (Victorville, 50 students); online update
- Miguel: preparing for CD; preparing for Board meeting.
- Becky: "How to Summarize" workshop tonight; full schedule.

CLOSURE 10:51AM

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, April 14, 2015

ATTENDANCE 10:25AM

- Present: M. Harris, K. Baca, R. Cerda, J. Escandon, R. Estrada, S. Lopez, G. Mora, R. Mora, J. Muñoz, M. Muñoz, D. Rivera, B. Rossi, Saavedra, P. Sanchez,
- Absent: S. Cerda, J. Estrada, D. Maya, S. Pinto, N. Romero, S. Valdez, E. Vega

PRAYER

- Jose Luis Saavedra prays over the staff.

UPDATES FROM PRESIDENT'S OFFICE

- Dr. Harris: staff retreat 4/28 in Laguna Beach; discussion on Pastoral House changes; assessment and CQI updates; ASC baseline exam discussion; April 27, in Sacramento; ExCEL Open House on Saturday reminder.

ABHE REVIEW: DEAN ESTRADA

- Dean Rudy Estrada updates staff on what to expect for Friday's meeting; handouts are given; staff must read the document and our present standards and be familiar with it; meeting is this Friday (4/17) in classroom 5 at 9:00am.

MINUTES

- Minutes are approved as written.

CLOSURE 11:25AM

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, April 21, 2015

ATTENDANCE 11:32AM

- Present: M. Harris, R. Cerda, S. Cerda, J. Escandon, J. Estrada, R. Estrada, S. Lopez, D. Maya, G. Mora, R. Mora, J. Muñoz, M. Muñoz, S. Pinto, D. Rivera, N. Romero, B. Rossi, J. Saavedra, P. Sanchez, E. Vega
- Absent: S. Valdez

DEVOTIONAL AND PRAYER

- Pastor Steve shares a devotional and prays over the staff.

UPDATES FROM PRESIDENT'S OFFICE

- Dr. Harris: Rebekah (Becky) Rossi is voted as a Cabinet member; debrief of ABHE process); meeting updates; staff retreat update information (April 28); assessment questions and CQI discussion; tuition increase discussion; Budget manager unit due tomorrow; Lee de Leon visits today; Fred Oaks visits tomorrow.

MINUTES

- Minutes are approved as written.

UPDATES

- Steve P: transitional chapel service April 29; chapel service outdoors tomorrow.
- Rudy: Summer school launching, registration May 1; working with SPD for summer retreat.
- Gabriela: ExCEL will launch May 2.
- Daniel: Southwest Youth Convention promotion.
- Sandra: presbyters meeting in chapel today.

CLOSURE 11:59AM

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, April 28, 2015

No meeting was held.