



## LABI Campus Monthly Report: January 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.

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

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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](mailto:psanchez@labi.edu) .

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## LABI College President's Report: Dr. Marty Harris

On January 16<sup>th</sup>, 2015, we celebrated the completion of the Oddo Diner within budget and within 30 days. A memorial book was created, special brunch provided for the family. Below is a link to a video about the project: <https://www.youtube.com/watch?v=5rmqmGGiID8>

As a leadership team we worked with staff and cabinet members to develop an LABI core operational value statement. This includes: *“As a body of believers, motivated by hope and purpose, we move and operate with excellence, transparency and innovation.”*

Gabby Mora was hired as our new ExCEL program coordinator and she has already made an impact on how we are approaching our interest and applications for this program. Dr. Harris continues to promote all programs through church lectures, trainings and workshops.

Dr. Harris has charged the CFO with a budget review process to include all departmental stakeholders, working off of a “zero” based budget, departments will work with a Budget Review Committee to submit individual and then a collective institutional budget for consideration, balance and projections for the 2015-2016 fiscal year. This past month Dr. Harris participated in providing workshops that included topics on strategic planning, team-building and conflict resolution. He also shared in chapel and provided workshops for incoming and returning students on Healthy Habits and Emotional balance. Dr. Harris continues working on the rollout of the two million dollar capital campaign which will include procurement of funds for our student study centers, writing centers and various building initiatives. Dr. Harris continues to work closely with Chairman Brito on a number of key initiatives and proposals to help advance the college, including policy reviews, recommendations and information clarity regarding a number of projects.

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

### 1) Strategic Goals

- 1) Develop 1098Ts, donor letters, and other tax forms for our constituents.
- 2) Finalize the Business Office's Operating Manual.
- 3) Develop a budget inclusive of all departments which ensures financial gain at the end of fiscal year. Departments are developing a rough draft for consideration.

### 2) Progress on Key Performance Indicators

- 1) Last semester's bad debt ratio has been reduced from 11%, last report, to 6.2%. We keep working with these student accounts. This debt comes from 18 students who did not return. Our goal is to keep this ratio below a 4% threshold.
- 2) Our expense to revenue ratio is at 93.1% which below the 96% maximum recommended by ABHE. However, this number is partial as most income for spring semester has come in but not all expense has occurred. Considerable effort must take place to keep below 96%, either raise revenue or cut expenses.

### 3) Challenges/Opportunities Related to Strategic Goals

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

### 4) General Updates

Spring '15 semester is under way. Most invoicing and fee collecting are done. We are engaging in tax form and donor letter preparations.

### 5) Budget Progress

Departments have been charged to submit "rough" budget estimates. These estimates will be reviewed versus past data and adjustments will be made. Final drafts will be available in the month of March.

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

We are planning to participate in accreditation training in the areas of assessment, academic leadership, and launching online courses. This conference will take place in Orlando, Florida with ABHE on February 17, 2015.

### ExCEL Program/New Programs

The faculty is also eager to participate in a new program committee for the LABI associate degree program; our new champion for these programs will be Vikram Peters. He will represent the faculty and be our main instructor for the new programs that are currently being enrolled and scheduled to launch in late January/early February.

### Faculty and Academics

On January 7, the faculty gathered for its beginning-of-the-year meeting and discussed key areas such as new program development committee, summer school, and curricular consistency. The faculty was overwhelmingly approving of summer school and enlisted in courses for its launch in June 1, 2015. Within the month of January, the dean spent a substantial portion of time in preparation for the college students and faculty. Students were enrolled in courses, faculty contracts were finalized, all the syllabi were reviewed and approved, library was fully supported with supplemental curricular materials, and academic calendars were consistent and distributed to all key staff members. Within the Associate degree in Bible and Ministry, we launched a total of 24 courses and enrolled 106 students and are currently calculating retention rates. The faculty will reconvene on Monday, January 26, to begin the first stages of developing a new associate degree program that will address the rising interest in practical ministry and introducing new courses into the curriculum.

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

1. Complete the Preventing Sexual Harassment training for Student leaders.
2. Work on student services vision statement.
3. Continue to plan student services programs for the remainder of the spring 2015 semester.

I will be finalizing the Sexual Harassment training on Friday January 23, 2015. A total of 11 student leaders will receive the training and will receive a certificate of completion. Also, the team will be working on writing a vision statement together. We will continue to plan more activities and workshops to offer to our student body; for example, bringing on campus a Zumba instructor to give Zumba classes at least three times a week as an alternative to our fitness center.

General Updates: SGA has been restricted in their involvement to only specific events that pertain to student services and social development. Training for student leaders was a success.

All the workshop for the training were conducted by the Presidential cabinet and staff. Positive reports were received on the choice of topics and on the overall training. Student leaders are motivated and working hard to achieve the main goal- to create a healthy and supportive environment on campus. That will allow the student body to focus and to thrive on their studies and a healthy social life. The first workshop that was scheduled was Developing Healthy Habits on January 21, 2015 and was taught by Dr. Harris, a successful attendance of over 25 students.

Other workshop and events are Hispanic Youth Chamber of Commerce Mixer, Legal Services on (DACA), and Eating Disorders.

Challenges and Opportunities: The challenge is to assist the student leaders to stay focus on scheduled events to avoid burn out from their school work and involvement with school events.

The opportunity is to continue to lead by example and coach them on how to prioritize.

Budget: All the activities and training for student services were on budget.

## LABI College Communications Report: Jessica Estrada, Chief Communications Officer

### (1) 2014-2015 Strategic Goals

1. Assist the President in the Oddo Diner project
2. Update “About Us” tab on the website with monthly reports, Board of Trustees
3. Begin the initial branding for the 2015 College Day event

### (2) Key Performance Indicators

Awarded the Presidential Award for the “Oddo Diner Project” on January 16

### (3) Challenges and Opportunities

Opportunity: Establishing relationships with local news outlets for future press opportunities

### (4) General Update

It is with great excitement to report that the San Gabriel Valley Tribune covered the grand opening of the Oddo Diner (<http://goo.gl/v1PE9u>). I created a recap video of the entire project, which was played during a private brunch for the donors of the Oddo Diner (<http://goo.gl/D8uo1Y>). I also created a book that highlighted the renovation process. I recently added biography's and photos of each Board of Trustee member under the “About Us” tab on the website (<http://www.labi.edu/board-of-trustees/>). Monthly reports were published as well. On January 20th, I met with the College Days committee to discuss the theme of the spring 2015 College Days. In a collective effort, the theme “#Followme” was chosen. The initial draft for the flyer is complete and in the process of being reviewed and approved for publishing.

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

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

### 2014-2015 Strategic Goals

1. Continue updating social media with updates of LABI College on the alumni Facebook page
2. Begin to form a proposal for a spring alumni gala
3. 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 and possibly bringing them on board to take over the alumni association will benefit this department and the college immensely.

### General Updates

Since July of 2014, Walter Cortez has been a major asset to the Alumni Association. He started as an intern and through his commitment and dedication to LABI College, he was hired to help launch the new ExCEL program. This will be his last month with LABI. His last day is Thursday, January 29. As of now, I am in the process of putting together a proposal to host a gala at LABI. Since last years' theme was "Honoring the Women of LABI", it will be fitting to honor the "Men of LABI" this year. After a proposal is created, I will submit it to the president for review and approval. After it is approved, the next step will be to promote the event.

### 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. Mobilization/Internship: New “Field Practicum Initiative” including the establishing of “Network of Committed Churches, Partners, Location Sites and Supervisor/Directors.”
2. Chapel audio/visual and decor: Begin clean up and test of various working audio/vision systems as we continue to plan and move toward a new audio/visual system.
3. Spanish/Bilingual Ministry: Searching for new Spanish Pastor.

### Key Performance Indicators

Running a pilot program for the “Field Practicum Initiative”

Cleaned and repurposed all the surveyed and inventoried sound audio/video/sound system.

Resulting in better sound overall. Still in need of new sound system and drum set. Also, Chapel decorated to suit this semesters’ theme.

Initiated search and interview process of qualified Spanish Pastor Candidates.

### Challenges or Opportunities

The Spanish Pastor position needs to be filled.

### General Updates

Meeting on a weekly basis to follow up on delegation of tasks for our on-campus Pastoral and Student Ministries/Programs under the Spiritual Formation office.

### Budget Progress

The office of Spiritual Formation does not have a revolving budget.

## LABI College Report: Steven Valdez, Director of Library Services

I. The Hitchin Library at LABI College, continues to uphold the mission of LABI College in the continuance of support to our Pentecostal community by offering services of higher learning through our currently housed 25,000 volumes of literature. Included with these volumes of resources, we provide our students, staff and faculty with 4 complete and fully functional computers in our Computer Lab and three study areas. The Library is in good standing in meeting the criteria of the Association of Biblical Higher Education Organization

II. These are the three areas of progress and growth in which the Library Department has worked on for the month of January:

- a. Think Tank, Tuesday February 3<sup>rd</sup>, 2015. Pause for Powerful Poems, February 3<sup>rd</sup>, 2015. The Writing Center is up and running.
- b. Think Tank is helping students become familiar with library resources. Our writing center has helped many students who have trouble writing.
- c. For the month of February we are hoping for a great turnout for our new project “Pause for Powerful Poems.”
- d. With three new students and/or staff members, the library will be able to open till 11 PM this semester.
- e. Budget progress: To date the library has had no budget. With expanse cost YTD being at around \$65.00.

## LABI Enrollment Management Report: Eli Vega, Chief Enrollment Officer

### 2015 Strategic Goals

1. Spring Enrollment
2. Financial Aid solutions
3. ExCEL Improvements
4. Spring College Days

### Spring Enrollment Recruitment

As of today, January 21, 2015, there are 75 students on campus and 38 off campus, all financially registered thus far. However, we are still working with 14 additional students who are in the process of perhaps registering for this semester. Although there could be many factors that may influence a returning student, most are influenced by financial reasons.

### Financial Aid Solutions

With the “add or drop a class” deadline approaching, I believe we will have a change in our enrollment numbers. Creating a “Need Based Scholarship” (Test pilot only) and working with each non-returning student (case by case) due to finances is undergoing as of right now. Multiple attempts are being made to ensure a student can have a fair chance to further and complete their education at LABI.

### ExCEL Certificate Program Improvements

Exciting changes and improvements are happening with our new ExCEL program! Different enrollment process is being placed into action. In addition, we have a new part-timer (LABI Alumni) as a coordinator. Although this program was originally scheduled to launch January 24, it is safe to say that by the end of February will see ExCEL take off.

### College Days

This year’s College Days theme has been chosen to be #FOLLOWME based of Mt. 14:9. The budget, logistics and event lineup is still being developed though we aim to have everything ready by the end of this month.

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## LABI Registrar Report: Sara Lopez, Registrar

### Preparation for Registration & Enrollment

Spring Semester 2015 registration for on and off campus students took place on January 12-13. Prior to registration, our preparation included ordering: registration forms, copies of the student information release form, and schedules. Registration included academic guidance in the student's units, assigning them in the appropriate courses, evaluating their academic standing. In addition, with the assistance of the writing center, incoming students took the Reading and Writing Placement Exam. Their student's scores allowed us to determine if the student would be placed in the remedial English or College Level course.

### Efficiency and effective communication with students and faculty

As we began the new semester I ensured the faculty members had classroom rosters, copies of their syllabus, and any accommodations that were requested. At one point we experienced difficulties with classroom arrangement. It was discussed among the two professors and students were communicated with the classroom change. Furthermore, some students need my assistance to add or drop classes or make changes on their class schedules. Students are able to make changes or add/drop classes until January 28, 2015.

### Academic Standing

This semester, we have a total of 19 students in academic warning or academic probation. Letters that communicate their academic standing to the students have been developed; however, I am in the process of meeting with the students. In comparison to last semester, 2 of the students who were in academic warning and 2 students in academic probation successfully improved above a 2.0 GPA. This is an indicator that students are improving.

## 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. Maintenance Satisfaction

Significant Department Update: Since last month's report, RA Francisco Valeriano graduated and RA Judith Ramirez was promoted to Head of Janitorial. Since then, both Isai Rosas and Alan Guzman, who applied for the position, have joined the team. Therefore, the team continues to consist of 4 RA's, 2 male and 2 female students. In addition, we currently have 75 students on-campus and we've had a smooth start to our 2015 spring semester.

Training for RA's: Our leadership team arrived to LABI one week before the start of the semester; 3 full days were set aside exclusively for training. The following are some topics of the workshops that were given by our LABI Administrators during training week: Creating a Culture of Excellence & Service/ Values, Emotional Wellness, Healthy Balanced Life on Campus, Assertiveness & Influence. However, we will continue to provide our leadership team with additional training throughout the semester to help them succeed in their roles.

Provide Student Activities to Promote Spiritual, Social and Academic Goals:

"Pictionary Night" was held on Thursday, January 15<sup>th</sup> in which 20 students attended. In addition, "New Student Bonfire" was held on Monday, January 19<sup>th</sup> where 45 students participated.

Challenges: The Residence budget consist of \$500 dollars per semester; however, we have already spend \$35 dollars of it. We are finalizing Servant Leadership/Work-study schedules. Also, Spirit Week and Park Day will be held the last week of January.

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

### 2014-2015 Strategic Goals

1. Healthy growth in the studies of LATS extensions.
2. Programming courses, coordinating professors, dates, and location per quarter.
3. Improve the academic quality of each LATS extension.

### Key Performance Indicators

I have a meeting with Rev. Victor Zesati, pastor of a local church and teacher of VETC (Victory Education & Training Center) located in Pomona, CA. Their students want to continue their biblical and theological studies. We agreed to start a new LATS extension for the spring quarter. Also, I had a phone call interview with Dr. Marcia Cevallos, she is the Director of Yeshua Seminary International from Elizabeth, NJ. She has submitted an application to open a LATS extension. Dr. Cevallos has been connected with LATS in the past.

### Challenges and Opportunities

The winter quarter has begun. We continue to consolidate the online classes. We are preparing the syllabus with special emphasis to accomplish this study method; planning, exposition and verification of learning. This kind of methodology is something new for LATS, but is something that can be reached for the benefit of the students.

### General update

LATS coordinator is doing an excellent job in order to develop theological education in their own region.

### Budget

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

LABI Extensions Report: J.L. Saavedra, Extensions Sites Director

1. Strategic Objectives:

- a) Supervise the beginning of the academic calendar 2015.
- b) Supervise the delivery of academic and financial reports of all Extensions.
- c) Promote the development of the project of online classes.

2. Progress of Strategic Objectives:

a) We are in the process of initiating the academic calendar 2015; during the latter half of February the first classes of the year will conclude. During this period three new Extensions will commence (Tijuana, Calexico, and Bell Garden); likewise, in February, the online classes will officially launch.

b) Below is a summary of the academic and financial reports submitted in 2014. The management goal for 2014 was \$ 210,000.00, up until December 2014, 94.51% of the target goal was reached. The new goal for 2015 has an increase of 10% with a total of \$231,000.00.

	2013	2014	2015
Jan- Oct	\$ 173,502.32	\$ 174,109.13	Jan. \$23,677.00
November	\$ 20,022.00	\$ 15,801.00	
December	\$ 13,053.00	\$ 8,568.00	
TOTAL	\$ 206,577.32	\$ 198,478.13	

c) The project of online classes will officially start in February. The first two classes that will be offered are Theology of Prayer on Mondays and Romans on Thursdays. The goal for 2015 is to register two hundred students in the project of online classes.

## Dining Commons Report: Miguel Munoz, Dining Commons Chef

1. Our main goal is to have the Health Department rate our cafeteria
2. Get the kitchen staff uniforms
3. Create a bigger area inside the cafeteria for people to eat

### Progress/ Challenges/Opportunities

For the past two months, work has been done in the kitchen, the hood fan now meets the standards for Health Department. Old walls has been upgraded to a stainless steel and old hood fan was replaced with a new extractor (ventilation system).

Challenges: Keeping extractor spotless.

Opportunities: This improves our health department evaluation, also will help to keep kitchen with less smoke from cooking or grilling.

Goal Achieved, Students and kitchen staff have been using the new uniforms.

Challenges: It is difficult to wash them regularly due to washing rags from janitorial and kitchen departments.

Opportunities: Our service looks professional and presentable; it also adds excitement to the student workers by wearing them.

The division between the old Hebrews and dining room has been removed. Additionally, old tables and chairs, previously sitting 111 guests, have been upgraded for booths, new tables, and chairs increasing our sitting capacity now accommodating 148. We have also achieved this goal.

Challenges: Keeping the floors and tables clean; it takes longer to pick chairs up and clean tables, also to mop around all 24 tables, and between the booths and tables.

Opportunities: Students love the Dining Room, it looks great and we increased the sitting capacity.

## Student Governance Association Monthly Report: Dulce Gonzalez, SGA President

### 2015 Strategic Goals

1. SGA Scholarship Proposal
2. SGA Internship for Spring 2015
3. Expand payment options

### Key Performance Indicators

- A. Written proposal has been submitted and awaiting approval.
- B. Interns have signed up and we are currently in the process of getting them involved.
- C. We are currently working towards writing a written proposal for a debit/credit card payment reader for Hebrews Lobby Cafe.

### Challenges

- A. Insufficient funds to provide for this scholarship.
- B. Creating a working schedule for interns.
- C. Getting a separate Hebrews/SGA bank account approved.

### General Update

Since the last update, SGA has added a new team member as we all updated our positions within our cabinet. We have successfully launched the Internship program we planned for last semester. Hebrews Lobby Cafe was revised and is now open for business. And we are currently working towards Spirit Week and Park Day.

### Budget Progress

SGA paid the debt with LABI College at the end of December. Starting this new semester we have begun with \$230 in our SGA account. \$140 were taken out of the account to launch the Hebrews Lobby Cafe. Currently, we have a remaining balance of \$90 in our account.

## 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: One more volunteer tutor has been trained for one day a week. Our first workshop on Thesis Statements has been scheduled for next week with two sessions: Monday 1/26 at 4pm and Friday 1/30 at 11am, with posters posted around campus. I have been able to present the Writing Center to five classes, to the faculty, to the new students, and to my own class. 50 Writing Center appointments have also been scheduled, and students have expressed gratitude daily for this resource.

Challenges or Opportunities: Two of our potential student tutors have chosen to fulfill service leadership hours through other avenues, although offering to help a couple hours a week each. This dramatically cuts down our appointment intake ability, leaving the Writing Center with only two tutors.

General Updates: The Writing Center has provided Compass placement testing for about 8 new students, and 50 students have made appointments for tutoring. The Center is becoming a noted place of invitation and safety for issues with writing assignments.

Budget Progress: No new purchases have been made.

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

### Strategic Goals

- 1) Compile all prospect student information into one organized data base
- 2) Perfect ExCEL electronic reference form
- 3) Communicate new information with all prospect students

### Key Performance Indicators

- 1) Promote ExCEL through Southern Pacific District of the Assemblies of God, and social media with aspiration to reach other districts within California
- 2) Use MailChimp to strategically measure our email success rate
- 3) Maintain an ongoing interest rate

### General Updates

January 5, 2015 was my first day as the ExCEL Program Coordinator here at LABI College. The ExCEL team (Eli Vega, Jessica Estrada, Walter Cortez, and I) worked on an effective way to recruit students. As of January 21, 2015, we now have 28 prospect students. We have also modified several documents including our application form, reference form, etc., to better suit our accelerated certificate program application process. Through the month on January, the ExCEL team has been working hard to achieve our goal of launching the ExCEL Program before June 2015.

### Budget Progress

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

## LABI College Facilities Report: Robert Cerda

### Strategic Goals

1. Reevaluate vendor contracts.
2. Maintenance and service fire alarm.
3. Create Manual of operations including job descriptions, qualification of personnel, and clear daily work duties for Landscape, Maintenance and Janitorial.

Reevaluate vendor contracts:

Maintex the Janitorial supply company and Guard security services will resubmit contracts or new lower price bracket for the year of 2015.

The alarm system bells in dormitories are not working. Will seek quotes for maintenance and repairs on the fire alarm system this month. Also, at the moment we are looking to hire a new monitoring company and replace the fire alarm monitoring company due to unsatisfactory services.

In the processes of developing the Manual of Operations: including job descriptions, job qualification, and clear daily work duties.

General Updates: New hires for head of Department positions are Margarito Cuevas (Maintenance) Judith Ramirez (Janitorial) and Matthew Rivas (Landscaping) and they will start their job duties on January 6, 2015.

Challenges and Opportunities: The opportunities are to hire an assistant to help me with clerical work and assist me with student workers.

Budget: Facilities at the moment operates with no budget and only on a need to bases with the approval of the Business Administrator.

# Cabinet Meeting Agenda

Tuesday, January 6, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Staff Cafeteria Clean Up

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

# Cabinet Meeting Agenda

Tuesday, January 13, 2015

Meeting was cancelled due to registration week.

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

# Cabinet Meeting Agenda

Tuesday, January 20, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
  - a. Leadership Training
- IV. Praise Reports/ Prayer
- V. Department Updates
- VI. Other

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

# Cabinet Meeting Agenda

Tuesday, January 27, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. ExCEL Electronic Application Update (Gabriela Mora)
- V. Approve Minutes
- VI. Praise Reports/ Prayer Requests
- VII. Department Updates
  1. Steve Pinto (Pastoral House)
  2. Rudy Estrada (Academic Office)
  3. Sara Lopez (Registrar)
  4. Jessica Estrada (Media and Communications)
  5. Eli Vega (Admissions)
  6. Robert Cerda (Facilities/ Student Affairs)
  7. Priscilla Sanchez (President's Office)
- VIII. Other

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

# Cabinet Meeting Minutes

Tuesday, January 6, 2015

## **ATTENDANCE**

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

## **PRAYER**

- Dr. Harris prays for the meeting

## **MINUTES**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris shares information regarding the Oddo project. Dr. Harris asks Cabinet, if their schedule permits, to help reconstruct the cafeteria.

## **CLOSURE**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, January 13, 2015

**Meeting was cancelled due to registration week.**

# Cabinet Meeting Minutes

Tuesday, January 20, 2015

## **ATTENDANCE**

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

## **DEVOTIONAL AND PRAYER**

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

## **MINUTES**

- There were no minutes to approve.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris: spring enrollment; collaborate budget sample; Oddo diner album.

## **CORE OPERATIONAL VALUES**

- Dr. Harris asks staff to write 3 objectives of being in a Cabinet Meeting.
- As a body of believers, motivated by hope and purpose, we move and operate with excellence, transparency, and innovation
- Top 2 Strategic Priorities: branding and marketing LABI

## **CLOSURE**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, January 27, 2015

## **ATTENDANCE 8:47AM**

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

## **DEVOTIONAL AND PRAYER**

- Ruben Mora shares a devotional and prays over the cabinet members

## **MINUTES**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris: asks Cabinet to vote to have Gabriela as an official member of the Presidential Cabinet.
- Motion: Gabriela Mora in Cabinet with voice and vote.
  - Motion approved.

## **UPDATES**

- Rudy Estrada: accreditation update; graduation process began; meeting with faculty.
- Sara Lopez: assisting with student add/drop form (last day); new student yesterday.
- Jessica Estrada: website discussion; staff, faculty, and student picture days' reminder.
- Eli Vega: College Days info and budget explanation.
- Priscilla Sanchez: training students; will be gone 1/28- 1/30.

## **CLOSURE 10:18 AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Agenda

Tuesday, January 6, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Department Updates
- V. Staff Cafeteria Clean Up
- VI. Other

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

# Staff Meeting Agenda

## Tuesday, January 13, 2015

Meeting was cancelled due to registration week.

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

# Staff Meeting Agenda

Tuesday, January 20, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. ExCEL Electronic Application Update (Gabriela Mora)
- V. Approve Minutes
- VI. Praise Reports/ Prayer Requests
- VII. Department Updates
  8. Steve Pinto (Pastoral House)
  9. Rudy Estrada (Academic Office)
  10. Sara Lopez (Academic Office)
  11. Steve Valdez (Library)
  12. Jessica Estrada (Media and Communications)
  13. Walter Cortez (ExCEL)
  14. Gabriela Mora (ExCEL)
  15. Eli Vega (Admissions)
  16. Daniel Maya (Admissions)
  17. Sandra Cerda (Residence Life)
  18. Robert Cerda (Facilities/ Student Affairs)
  19. Denis Rivera (LATS)
  20. Jose Luis Saavedra (Extensions)
  21. Miguel Muñoz (Dining Commons)
  22. Becky Rossi (Writing Center)
  23. Priscilla Sanchez (President's Office)
- VIII. Other

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

# Staff Meeting Agenda

Tuesday, January 27, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. ExCEL Electronic Application Update (Gabriela Mora)
- V. Approve Minutes
- VI. Praise Reports/ Prayer Requests
- VII. Department Updates
  - 24. Steve Pinto (Pastoral House)
  - 25. Rudy Estrada (Academic Office)
  - 26. Sara Lopez (Academic Office)
  - 27. Steve Valdez (Library)
  - 28. Jessica Estrada (Media and Communications)
  - 29. Walter Cortez (ExCEL)
  - 30. Gabriela Mora (ExCEL)
  - 31. Eli Vega (Admissions)
  - 32. Daniel Maya (Admissions)
  - 33. Sandra Cerda (Residence Life)
  - 34. Robert Cerda (Facilities/ Student Affairs)
  - 35. Denis Rivera (LATS)
  - 36. Jose Luis Saavedra (Extensions)
  - 37. Miguel Muñoz (Dining Commons)
  - 38. Becky Rossi (Writing Center)
  - 39. Priscilla Sanchez (President's Office)

VIII. Other

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

# Staff Meeting Minutes

Tuesday, January 6, 2015

## **ATTENDANCE 10:24 AM**

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

## **PRAYER**

- Dr. Harris prays for the meeting

## **MINUTES**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris shares information regarding the Oddo project. Dr. Harris asks Staff, if their schedule permits, to help reconstruct the cafeteria.

## **CLOSURE**

- Staff is dismissed after meeting is over and goes to cafeteria.

# Staff Meeting Minutes

Tuesday, January 13, 2015

**Meeting was cancelled due to registration week.**

# Staff Meeting Minutes

Tuesday, January 20, 2015

## ATTENDANCE

- Present: M. Harris, R. Cerda, S. Cerda, W. Cortez, J. Estrada, R. Estrada, S. Lopez, D. Maya, 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 shares the Collaborative budget process and asks for a vote; staff will be engaged in process.
- Core Operational Values: As a body of believers, motivated by hope and purpose, we move and operate with excellence, transparency, and innovation.
- Vote was made to support; approved by all staff.
- Strategic priorities: launch ExCEL program, enhancing LABI branding and marketing and reputation.
  - Approved by all staff.
- Oddo brunch update: everything went well.

## MINUTES

- No minutes to be approved.

## UPDATES

- Sandra Cerda: Spirit week next week.
- Robert Cerda: Developing Healthy Habits (1/21/15); first night chapel from SGA.
- Eli Vega: Eli and Daniel will be gone Thursday and Friday.
- Becky Rossi: Writing Center (2 workshops).
- Priscilla Sanchez: monthly reports due 1/21/15.

## CLOSURE

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

Tuesday, January 27, 2015

## ATTENDANCE

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

## DEVOTIONAL AND PRAYER

- Ruben Mora shares a devotional and prays over the staff. Praise reports were shared.

## UPDATES FROM PRESIDENT'S OFFICE

- Dr. Harris share with Staff 3 grant initiatives; updates Staff that Cabinet voted for Gabriela Mora to be a new member.

## MINUTES

- Minutes were approved as written.

## UPDATES

- Rudy Estrada: beginning on the graduation planning process.
- Sara Lopez: informs of add or drop classes date 1/28/15.
- Steve Valdez: Think Tank update; Pause for Powerful Poems event 2/24/15.
- Jessica Estrada: student, staff, and faculty picture day reminder; website update.
- Gabriela Mora: 28 inquiries last week; 2 inquiries this week.
- Eli Vega: data base explanation; College Days info #Followme. Call for vote: To support campus dates in this process and what is involved. \*All Staff voted yes.
- Daniel Maya: creating a budget for a year; College Days preparation.
- Sandra Cerda: update on spirit week and park day events, dorm activities.
- Robert Cerda: Youth Hispanic Chamber of Commerce 2/6/15; fire drill postponed.
- Denis Rivera: 2 extension sites opening; revising LATS flyer.
- Jose Luis Saavedra: 80% of 2015 classes have begun; preparing for graduation.
- Miguel Muñoz: cafeteria update (flooring issue).
- Becky Rossi: over 50 appointments scheduled; 2 workshops this week.
- Priscilla Sanchez: vacation 1/28- 1/30; training students.

## CLOSURE

- Staff is dismissed after meeting is over.