



## LABI Campus Monthly Report: December 2014

Labi College-Institute-Seminary

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

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## LABI Campus Monthly Report: December 2014

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## LABI College President's Report: Marty Harris, PhD

This past month (December 3, 2014) we were able to celebrate the presidential inauguration. The LABI community came together along with many outside public constituencies including several college and university presidents, deans, and vice presidents to celebrate with and for our College.

During this month we also received a generous donation of \$60,000 from a private family foundation. These funds were earmarked for a major cafeteria renovation.

The cafeteria has been renovated with the foundation grant and has included upgrades already that include but are not limited to: new flooring (3000 square ft), 30 new dining tables and chairs, a new coffee bar section, a new drink section, nearly 200 pieces of vintage art, kitchen upgrades, stainless steel vent system, lighting, fans, flat screen tv's, and roof repairs that are underway. Dr. Harris continues to promote and develop the ExCEL programs. We have identified program champions, and worked on email blasts to further communicate our objectives. Beginning in January we will hire a new ExCEL program coordinator (Gabby Mora) who will help champion and coordinate communication about the program and help with Saturday support for the various programs. Dr. Harris has been invited to speak at several church and community functions including those related to our Southern Pacific District and various churches. Dr. Harris is also working on the rollout of the two million dollar capital campaign which will include (first few phases): 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.

## Business and Financial Report: Ruben Mora

### 1) **Strategic Goals**

- 1) Develop a budget inclusive of all departments which ensures financial gain at the end of fiscal year.
- 2) Finalize the Business Office's Operating Manual. It's very primitive in its development.
- 3) Make sure all student balances are paid off before Spring 2015 semester starts.

### 2) **Progress on Key Performance Indicators**

- 1) The progressive percent of bad debts this past semester is at 11%. Our goal is to keep this ratio below a 4% threshold. More is being collected during Christmas break.
- 2) Our expense to revenue ratio is at 116.3%. It is 5.3% higher last month's figure. It should be at no higher than 96% as per ABHE desirable standards.

### 3) **Challenges/Opportunities related to Strategic Goals**

Challenges: The development of a fully working operating manual is a long process.

Finding time to develop it has been a great challenge. In terms of student debts, we are expecting more payments after the break.

### 4) **General Updates**

The Fall '14 semester is over. We are preparing to start the Spring '15 semester. Letters with information on costs, fees, and scholarships are being generated and mailed to all students.

### 5) **Budget Progress**

A meeting was held with Board's Financial Committee. Financial data was reviewed. A fully operational budget will be submitted for review in March '15.

LABI Academic December Report: Rodolfo Estrada, Chief Academic Officer  
**Accreditation**

LABI's steps toward accreditation included the revision of key assessment tools. We aim to move all institutional wide surveys to a 4 point scale in order to best understand a snapshot of the college and merge all existing data onto a similar assessment scale. Surveys that were adjusted include the course evaluation, portfolio evaluation, and practicum surveys. We aim to revisit the spiritual, campus life, facilities, and graduation questionnaire form within the coming months.

**ExCEL Program/New Programs**

Recruitment with interested students in the ExCEL program has taken more of a priority. This includes follow up phone calls, email responses, and faculty recruitment for courses. The faculty is also eager to participate in a new program committee for the LABI associate degree program. Possible new programs the faculty wants to explore include certificates and associate degrees in practical/youth ministry that could commence in the summer or fall of 2015.

**Faculty and Academics**

On December 11, the faculty reviewed portfolios of students who were gradating this fall term. The portfolios included essays and assignments that the student believed was evidence that met the program objectives. A panel of faculty members, including the academic staff, reviewed these portfolios and approved their candidacy for graduation. This approval included a final letter to the graduates from myself, the CAO, which highlighted the overall panel comments and results of the evaluation. December also included meetings with faculty members on curriculum design, faculty contracts, and classroom management. In addition, under the leadership of Becky Rossi, the library is preparing to launch a new writing center that will serve student needs. The CAO met with Ms. Rossi to finalize the operation manual and job descriptions for the student workers.

## Executive Summary and Student Services Report: Robert Cerda

### Strategic Goals:

1. Review SGA involvement in an attempt to focus on student unity and social development.
2. Plan and organize student leaders training and new students and parents' orientation.
3. Develop and plan student service programs for the spring 2015 semester.

The purpose of reviewing SGA involvement is due to a concern of burnout of the team. The idea is to limit their events so they can be more efficient and excellent in their work.

Planning for student leadership training on January 7-10, 2015; the training consists of Leadership Development, Sexual Harassment, and CPR/ First Aid, Conflict resolution, and Spiritual and Emotional Wellness.

Student Services: The following lectures and workshops on Nutrition and Fitness, Overcoming Addictive Behaviors, Legal services for (Dream Act), and GED test for students in the diploma program are scheduled for Spring Semester, 2015.

General Updates: New Head of Departments are Margarito Cuevas (Maintenance) Judith Ramirez (Janitorial) and Matthew Rivas (Landscaping); they will begin January 6, 2015.

Challenges and Opportunities: Challenges that persist from the previous semester is to continuing to work with inadequate budget per hour for an assistant for the student services office. Another challenge I have is that I get busy with the small thing like getting petty cash and doing errands for the needs of all the departments. The opportunity is to hire an assistant to help me with clerical work in my office and supervise student workers to assure that their job duties are fulfilled. With an assistant, the Chief Student Services will give more attention and focus on student services programs.

Budget: Student Services at the moment operates with no budget and only under per job or project approval.

**(1) 2014-2015 Strategic Goals**

**Goal #1:** Update the “About Us” tab on the LABI website

**Goal #2:** Market and promote ExCEL heavily

**Goal #3:** Support the Extensions Director in producing marketing materials

**(2) Key Performance Indicators**

#1 Meet with Eli Vega and Walter Cortez to check on the status of prospective ExCEL students.

**(3) General Update:** This month was very exciting for me as I was able to be a key leader for the presidential inauguration of Dr. Marty Harris. I worked closely with Dr. John Brito and Dr. Grace Morales to: create the college mace, design the invitations, order the presidential medallion, create the programs, decorate the chapel, and manage the team of workers directly. I also created two press releases for the inauguration (pre and post inauguration). I hope that a local or major news outlet will pick one of these inauguration stories up. An order of new LABI collar pins arrived last month, which I designed. These pins will be given to those that support LABI. At this time I am working on updating the “About Us” tab on the website with the Board members biography and photo. Under the same tab I will be adding all the new monthly reports and accreditation updates. One very exciting project I took on was ordering campus signage for the Library, Cafeteria, Chapel, Dormitory, and Administration Building.

**(5) Budget:** The Marketing and Communications budget is at a good standing.

### **2014-2015 Strategic Goals**

1. Research and contact churches from other denominations to market ExCEL, making a larger impact on the community.
2. Continue updating social media with ExCEL News, both on LABI College and Alumni pages.
3. Contact Pastoral Care and DYD's of different regions and denominations to have the greatest influence for the ExCEL program.

#### **1) Key Performance Indicators**

- A. A group of prospective students is getting more involved in the program information, but still needs to be followed up with constantly.
- B. Good response to ExCEL information placed on social media pages.
- C. A large number of churches contacted provides a good base for ExCEL possible student attendance.

#### **1) Challenges and Opportunities**

- A. Challenge: Without any formal "sit-down" meetings with ministry leaders/ professional leaders, ExCEL influence is limited to e-mails and phone calls.
- B. Opportunity: Focusing on churches with larger congregations allows LABI and ExCEL to gain recognition and influence on a larger scale.

#### **1) General Updates**

With the marketing of ExCEL well underway, new ways to expand our marketing level are being used and explored. Focus has been diverted to prioritize ExCEL marketing to acquire the most possible attention from prospective students. However, the Alumni Association page has been gaining more followers this past month, and postings about ExCEL have boosted the pages' traffic and viewer numbers.

#### **1) Budget Progress**

We are within budget for ExCEL marketing, and a budget will be created for the Alumni Association.



LABI/LATS “Monthly Report” Spiritual Formation Office- Steve Pinto

- a. 2014-2015 Strategic Goals:
  - Mobilization/Internship: Writing a comprehensive “Field Practicum Initiative” including the establishing of “Network of Committed Churches, Partners, Location Sites and Supervisor/Directors.”
  - Chapel: Clarifying established agreements with leasing Pastor. Began to explore various plans to move toward a new audio/visual system.
  - Spanish/Bilingual Ministry: Conducted Spanish/Bilingual Ministry survey. Gathering data to calculate findings.
- b. Key Performance Indicators:
  - Writing a comprehensive “Field Practicum Initiative”
  - Surveying and inventorying all sound audio/video/sound system
  - Evaluated the effectiveness of Spanish/bilingual chapel
- c. Challenges or Opportunities:
  - Create a working relationship with Pastor Silviano Elias (leases our chapel on Sundays) to determine the specific cause of production/sound glitches.
- d. 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.
- e. Budget Progress: The office of Spiritual Formation does not have a revolving budget.
- f. Report Written by: Steve Pinto, Dean of Spiritual Formation and Campus Pastor.

## LABI Library January Report: Steven Valdez Director of Library Services

The Hitchin Library at LABI College continues to uphold the mission of LABI College through our currently housed 25,000 volumes of literature. Included with these volumes of resources we also provide our students, staff and faculty with 4 complete and functional computers in our Computer Lab and to study areas. The Library is in good standing in meeting the ABHE criteria. These are the three areas of progress and growth in which the Library Department has worked on and continues to work on:

- a. Currently, LABI College Library is at 2852 books in our online catalog for the month of January of 2015. I have estimated that we will be adding an additional 500 books to LABI College online catalog (Libraryworld.com). This is to work towards meeting the requirements of including all of our literature volumes to be recording and in circulation through LABI College's online Library catalog. This allows us to meet our accreditation standards set before us by the ABHE organization.
- b. I am in the process of scheduling one Think Tank for the month of January. The theme for January's Think Tank will be based on the writings of Apostle Paul to the Church of Rome and how it is applied today. Based on the response of an informing event flyer and sign-up sheet the Library will set a date that best suits the needs of our students.
- c. With the consistent growth in resource needs at LABI College, the Library has remodeled the previous office of the Director of Library Services into "The Writing Center at LABI College." With this addition to the Library building LABI College can better serve the students and Faculty with the increase of this new resource and the addition of Professor Rev. Becky Rossi who has taken lead of this new emerging department.

## LABI Enrollment Management Monthly Report- Eli Vega

### **2014-2015 Strategic Goals**

1. Spring Enrollment Recruitment
2. Work-Study & Scholarship Awarding
3. College Days

#### **Spring Enrollment Recruitment**

As of today Dec 19, we currently have a total of 74 lead applicants (prospect students who at one point applied) in our Populi records from January 1, 2014 to current date today ranging from 16-27 years of age. For this upcoming 2015 spring semester, we are anticipating as high 20 new students or as low 10 new students. Out of the 20 new students, 4 are off campus and 16 are on campus. We are carefully working with every new student by answering questions, making follow up calls, scheduling appointments, giving out campus tours, respond to emails, etc. Regarding the new ExCEL program, we are still promoting and hoping for a response from all our leads prospects. Lead promoter, Walter Cortez, has schedule weekly reports on Wednesday 9am to better our efforts in promoting communicating ExCEL. As of now, we only have 1 promising student for the psychology program.

#### **Work- Study & Scholarship Awarding**

Prior to 2014 Fall semester, work-study and scholarship applications were set available through populi and in our office for students to apply for help. A meeting has been scheduled by Ruben Mora, Rudy Estrada, and Eli Vega for Dec. 22, 2014 at 2pm to begin the awarding process for the 2015 Spring semester.

#### **College Days**

The date for next year's college days has been set for April 13, 14. Ideas and thoughts have been lightly discuss amongst 2 or 3 staff members regarding the theme, guest speakers, schedule, etc but nothing concrete yet. However our will be to have college days promoted before the end of this month.

### **Efficiency and effective communication with students and faculty**

This is the first semester students meet with an academic advisor; I have already seen growth and improvement in many of them. I am delighted to keep students accountable, encourage them, and witness their progress. In particular, I met with one student who previously neglected my emails and letters to schedule a meeting. The student apologized for her lack of responsibility; I encouraged the student and prayed over her life. The student expressed her gratitude and desire to improve her academics. The student left the meeting saying, “It has been a long time since someone took the time to pray for me, I feel very encouraged.”

### **Assessment of Course Evaluations**

One of my major responsibilities was to effectively communicate with faculty, ensure the surveys were strategically delegated if I was not present, and organize the data analysis. Course evaluations were assessed in early December. The evaluations are an important tool for the development and improvement of the courses. This semester, a total of 30 course evaluations were completed and submitted to Chief Academic Officer on Friday December 17, 2014.

### **Efficient end of the semester checkout**

In order to close the Fall Semester 2014 appropriately, a registration check-out was conducted on Monday 12/8/2014- Wednesday 12/10/2014 for off and on campus students according to their last name. The procedure included: the student information release form, Spring 2015 schedule and corresponding textbooks, and room agreement form for on campus students. In addition, the process included updating the students’ contact information on Populi.

## Residence Life Monthly Report: Sandra Cerda

### 2014- 2015 Key Performance Indicators

1. Training for Residence Assistants (RA's)
2. Provide Student Activities to Promote Spiritual, Social and Academic Goals
3. Intentionally Establish Relationships with Residents

This past month has been extremely busy with a variety of major events happening within the department. For instance, approximately 50% of our student body attended the South Pacific Youth Convention, in Palms Springs. To continue to engage our students socially the residence team hosted an ugly Christmas Sweater Lunch and had a Christmas door decorating contest. However, one major event that was held on our campus was our annual Christmas Banquet, hosted by the leadership team. To properly close the fall semester a House meeting was held on Tuesday, December 2 to inform our residents on how to properly check-out of the dormitories. Training for Residence Assistants: Our last leadership meeting was conducted on Monday, December 1, and the team debriefed on the semester with the intentions to make changes and better the spring semester. Some of the strengths that were highlighted were flexibility, events, commitment, honesty, team work, unity, respect and support all within the leadership team. Areas of Opportunity: Better calendar planning, additional planning meetings, better understanding of roles and responsibilities, budgets, burnout, and discouragement. As a result, we are making adjustments, planning, and training according to the needs of our team and department.

Provide Student Activities to Promote Spiritual, Social and Academic Goals: During finals week Morning Prayer was canceled, the residence department extended curfew hours, and additional study areas were designated for study purposes only. Also, during the week Krispy Kreme donuts were distributed to the students as they prepared for their exams.

### **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 contacted two key people to promote new LATS study centers. They are both servants of the Lord who love the Christian education training. One is Rev. Efrain Figueroa missionary to Oaxaca, Mexico. He is working at *El Centro de Adiestramiento para pastores de las etnias* (The Training Center for Ethnic Pastors). He is planning to open a new level of study for the pastor's ethnics groups through LATS program. Rev. Sylvia Hoover, presbytery of the Region Four (*La Costa*) of The Southern Pacific District in the area of Oxnard is waiting for the students to complete their diploma in Biblical Studies to begin with the LATS program for their pastor and leader of this section.

### **Challenges and Opportunities**

For the first time, we celebrate a study course through internet. A number of ten disciples from Cuauhtémoc, Chihuahua got together in a classroom setting to learn and interact through an online lecture with an instructor from La Puente. Another general online course will be offered in the winter quarter. We are going to further explore possible implication in this option of teaching. However, we need to improve the online signal in order to be more efficient in this methodology of learning.

### **General update**

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

**1. Strategic Objectives:**

- a) Supervise the last academic trimester of 2014
- b) Submit the Extension academic and financial reports
- c) Promote the development of the pilot project of online classes

**2. Progress of Strategic Objectives:**

a) The 2014 academic calendar has concluded in all 53 Extensions in operation and the Online Extension. Approximately 215 classes were organized for the 2014 program, (the figure will be confirmed in January 2015). There are a total of 985 continuing students in the extensions program.

b) Below is a summary of the academic and financial reports submitted in 2014. The management goal for 2014 is \$210,000.00; which, to date, has reached 94.51%.

	<b>2013</b>	<b>2014</b>
Jan- Oct	\$ 173,502.32	\$ 174,109.13
November	\$ 20,022.00	\$ 15,801.00
December	\$ 13,053.00	\$ 8,568.00 (as of December 19, 2014)
<b>TOTAL</b>	<b>\$ 206,577.32</b>	<b>\$ 198,478.13</b>

c) The pilot project of online classes has fulfilled its objective of testing the effectiveness of the system (WEBEX- Cisco), which meets all requirements for a dynamic and interactive class, the system has been accepted by the students who have been part of this project. On Monday, December 22, our project will be presented to coordinators and faculty to officially launch the program on Monday, January 26, 2015. Our goal is to attract and engage 200 students.

## Dining Commons: Miguel Muñoz, Chef

### Strategic Objectives:

1. Our main goal is to have 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

1. By December 22, we will have the hood fan installed; this will make another point for the Health Department Inspection.
2. Uniforms are ready; we were able to provide service with the staff uniformed during the Presidential Inauguration for the first time. We have accomplished this goal.
3. This month, the cafeteria has been remodel. We removed the walls from the Old Hebrews; this will allow for more tables and chairs in the dining area, increasing our room capacity.



## Student Governance Association Monthly Report: Janette Aguilar, SGA President

### 2014-2015 Strategic Goals:

- A. SGA Scholarship Proposal
- B. SGA Internship for Spring 2015
- C. Revising Hebrews Cafe

### Key Performance Indicators:

- A. A written proposal has been written and awaiting approval.
- B. A Proposal for this Internship is in the writing process.
- C. Discussing the future of Hebrews Cafe.

### Challenges:

- A. Insufficient funds to provide for this scholarship.
- B. Lack of Student Involvement.
- C. Providing customers with an alternative method of payment.

### General Update:

Since the last update, SGA has managed the Christmas Banquet and a brief time of awards to acknowledge staff and students this fall semester. Currently, SGA is reviewing their description and job duties in order to improve their effectiveness as a team.

### Budget Progress:

SGA's financial status, as of now, is \$243. SGA took out a loan of \$120 from LABI College. At the end of this Fall 2014 semester, Hebrews Cafe made \$303. In order to pay back the loan, \$60 were extracted and given to LABI's Chief Financial Officer. This leaves SGA with the total amount mentioned above and \$60 in debt with LABI College.

Rebekah Rossi, Writing Center

2014-2015 Strategic Goals:

- To accept at least three tutors and have each complete our extensive training by 1/19/15
- To hold six writing workshops throughout Spring 2015 as a service to students and faculty
- To bring awareness of our presence, and to educate students and faculty thoroughly on Writing Center procedures

Progress on KPI's: One volunteer tutor (alumni) was accepted with a completed application packet, while I have been in conversation with the three other applicants. Realizing time was too short to require the completed packet by Christmas break, I have since asked for a quarter of the packet by 12/22/14, and will collect remaining items the first week of next semester. Our Introduction to the Writing Center has been completed and placed on the calendar as part of New Student Orientation. All faculty have been contacted about areas of our Procedure Manual that may affect or be of interest to them, inviting feedback or general involvement.

Challenges or Opportunities: Having remaining tutor positions in question creates unknowns concerning the Writing Center calendar.

General Updates: The Writing Center is currently being painted and organized for opening! We cannot wait to unveil this new resource to the LABI community!

Budget Progress: A printer has been our only purchase to date.

## Executive Summary and Facilities Report: Robert Cerda 2015 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:

Wi-Fi services around campus are inadequate to meet the needs of the student body and needs to be upgraded. Our current service plan is for 6 mgs and we need to upgrade to 12 to 20 mgs of bandwidth. 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. I 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.

I am 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, December 2, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Praise Reports/ Prayer
- VI. 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)
- VII. Other

# Cabinet Meeting Agenda

Tuesday, December 9, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Department Updates
  1. Steve Pinto (Pastoral House)
  2. Rudy Estrada (Academic Office)
  3. Jessica Estrada (Media and Communications)
  4. Eli Vega (Admissions)
  5. Robert Cerda (Facilities/ Student Affairs)
  6. Priscilla Sanchez (President's Office)
- VI. Other

# Cabinet Meeting Agenda

Tuesday, December 16, 2014

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

# Cabinet Meeting Agenda

Tuesday, December 23, 2014

- I. Devotional and Prayer
- II. Updates from the President's Office
- III. Approve Minutes
- IV. Praise Reports/ Prayer
- V. 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)
- VI. Snack next week: Steve Valdez
- VII. Other

# Cabinet Meeting Minutes

Tuesday, December 2, 2014, 2014

## **ATTENDANCE 8:50 AM**

- Present: 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**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris shares information regarding the tuition increase.

## **UPDATES**

- Steve Pinto: Thursday chapel with Dr. Harris regarding tuition increase; chapel surveys; next semester proposals.
- Rudy Estrada: course evaluations; meeting with graduates; writing center; online registration next week; faculty will be part of the staff Christmas party.
- Sara Lopez: working on the inauguration; course evaluations.
- Jessica Estrada: inauguration program, helping SGA with Christmas Banquet.
- Eli Vega: appointments; promotional material is being unloaded.
- Robert Cerda: banquet set-up tonight; request of staff help.

## **PRAISE REPORTS**

- Several members shared praise reports.

## **OTHER**

- Cabinet discusses over the tuition increase.

## **CLOSURE 10:15 AM**

- Staff is dismissed after meeting is over.



# Cabinet Meeting Minutes

Tuesday, December 9, 2014

## **ATTENDANCE 8:48 AM**

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

## **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: discussion on Oddo's Diner project.

## **UPDATES**

- Steve Pinto: Dr. Yong in chapel today; worship service on Wednesday.
- Rudy Estrada: finalize portfolios, faculty meeting Thursday.
- Sara Lopez: meeting with students who are checking out; signing new form; 6 graduate portfolios; transcripts.
- Jessica Estrada: media team celebration; door signs this week; "about us" tab; creating video for inauguration.
- Eli Vega: 7 appointments yesterday; 5 new students in application process; 2 appointments; phone calls; promoting ExCEL on Sunday; report.
- Robert Cerda: debrief with leadership team; calendar meeting; leadership training in January; orientation and training prep; cafeteria committee info; Jessica working on t-shirt design.

## **CLOSURE 10:15 AM**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, December 16, 2014

## **ATTENDANCE 8:46 AM**

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

## **DEVOTIONAL AND PRAYER**

- Priscilla Sanchez shares a devotional and prays over the cabinet members.

## **MINUTES**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris: updates in the cafeteria; email list to students; time off, monthly reports.

## **UPDATES**

- Rudy Estrada: calendar meeting (next semester catalogs) today at 1:30pm.
- Sara Lopez: evaluations; Thursday off; updating outbox email.
- Jessica Estrada: Oddo Diner signage delivered; posters will arrive today; student form sent out; Board member information is now on the web; vacation next week.
- Eli Vega: several appointments today; about 20 prospect students; Daniel will be gone this week; possible event with DYD from Arizona; an idea for a college fair at LABI
- Robert Cerda: paint Becky's office; clean carpets in all dormitories; application for all head of departments; concern for date of orientation.

## **PRAISE REPORTS**

- Some Cabinet members shares praise report during the meeting.

## **CLOSURE 10:12 AM**

- Cabinet is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, December 23, 2014

## **ATTENDANCE 8:48 AM**

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

## **MINUTES**

- Minutes are approved as written.

## **UPDATES FROM THE PRESIDENT**

- Dr. Harris updates Cabinet on cafeteria plan; possibility of reconstruction of downstairs lobby.
- Motion to reconstruct the downstairs lobby contingent upon funding and CFO approval.
- Motion approved by all Cabinet members..

## **UPDATES**

- Rudy Estrada: sent out faculty evaluations and receiving faculty reports; extension online coordinator meeting yesterday.
- Sara Lopez: finished evaluations; working on some records from LATS.
- Eli Vega: traditional program (19 applications); 2 strong leads with ExCEL program.
- Priscilla Sanchez: monthly report edits; organizing for next semester.
- Ruben Mora: scholarship and work study meeting today.

## **OTHERCLOSURE 10:00 AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Agenda

December 2, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Praise Reports/ Prayer
- VI. Department Updates
  1. Steve Pinto (Pastoral House)
  2. Sara Lopez (Academic Office)
  3. Steve Valdez (Library)
  4. Jessica Estrada (Media and Communications)
  5. Eli Vega (Admissions)
  6. Daniel Maya (Admissions)
  7. Sandra Cerda (Residence Life)
  8. Robert Cerda (Facilities/ Student Affairs)
  9. Denis Rivera (LATS)
  10. Jose Luis Saavedra (Extensions)
  11. Miguel Muñoz (Dining Commons)
  12. 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.

# Staff Meeting Agenda

December 9, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Praise Reports/ Prayer
- VI. Department Updates
  1. Steve Pinto (Pastoral House)
  2. Sara Lopez (Academic Office)
  3. Steve Valdez (Library)
  4. Jessica Estrada (Media and Communications)
  5. Eli Vega (Admissions)
  6. Daniel Maya (Admissions)
  7. Sandra Cerda (Residence Life)
  8. Robert Cerda (Facilities/ Student Affairs)
  9. Denis Rivera (LATS)
  10. Jose Luis Saavedra (Extensions)
  11. Miguel Muñoz (Dining Commons)
  12. 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.

# Staff Meeting Agenda

December 16, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Praise Reports/ Prayer
- VI. Department Updates
  1. Sara Lopez (Academic Office)
  2. Steve Valdez (Library)
  3. Jessica Estrada (Media and Communications)
  4. Eli Vega (Admissions)
  5. Sandra Cerda (Residence Life)
  6. Robert Cerda (Facilities/ Student Affairs)
  7. Denis Rivera (LATS)
  8. Jose Luis Saavedra (Extensions)
  9. Miguel Muñoz (Dining Commons)
  10. 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.

# Staff Meeting Agenda

December 23, 2014

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Praise Reports/ Prayer
- VI. Department Updates
  1. Rudy Estrada (Academic Office)
  2. Sara Lopez (Academic Office)
  3. Steve Valdez (Library)
  4. Jessica Estrada (Media and Communications)
  5. Eli Vega (Admissions)
  6. Sandra Cerda (Residence Life)
  7. Denis Rivera (LATS)
  8. Jose Luis Saavedra (Extensions)
  9. Becky Rossi (Missions)
  10. 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.

# Staff Meeting Minutes

December 2, 2014

## **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
- Absent: M. Muñoz

## **DEVOTIONAL AND PRAYER**

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

## **UPDATES FROM PRESIDENT'S OFFICE**

- Dr. Harris thanks Robert and Jessica for placement and design of signs; conversation with Gabe Veas; inauguration discussion; Tuition increase.
- Motion to affirm the plan of tuition increase for January as stated.
  - Motion approved by a unanimous vote.

## **MINUTES**

- Minutes were approved as written.

## **UPDATES**

- Steve Pinto: 2 weeks of chapel left for the semester; next Tuesday, Dr. Yong will preach.
- Rudy Estrada: class evaluations; writing center; graduation portfolios.
- Sara Lopez: course evaluations; inauguration details; meeting with Rudy and students.
- Steve Valdez: added another table for study purposes, inputting books into online data.
- Jessica Estrada: inauguration preparation; working on SGA Banquet.
- Walter Cortez: contacting individual churches.
- Eli Vega: 2 appointments; unloading promo material; reviewing all applications.
- Daniel Maya: had a successful convention run; students did great.
- Sandra Cerda: house meeting 12/3; Ugly Sweater Lunch; Christmas Banquet 12/5.
- Robert Cerda: Christmas Banquet 12/5 at 7pm; set up in chapel tonight.
- Denis Rivera: brochure planning; planning for a new semester.
- Jose Luis Saavedra: speaking to coordinators to increase tuition; new professors.
- Becky Rossi: working on the writing center.
- Priscilla Sanchez: inauguration updates and reminders.

## **CLOSURE 11:34 AM**

- Staff is dismissed after meeting is over.



# Staff Meeting Minutes

December 9, 2014

## **ATTENDANCE 10:20 AM**

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

## **DEVOTIONAL AND PRAYER**

- Pastor Steve shares a devotional and prays over the staff

## **UPDATES FROM PRESIDENT'S OFFICE**

- Dr. Harris: inauguration thanks; tuition increase comparison; cafeteria update- 10 day plan next week; operating expenses; 2 million capital campaign.

## **MINUTES**

- Minutes are approved as written.

## **UPDATES**

- Steve Pinto: Dr. Yong in chapel today; worship service on Wednesday.
- Sara Lopez: meeting with students who are checking out; signing new form; 6 graduate portfolios; transcripts.
- Steve Valdez: closing at 11:00pm all week.
- Jessica Estrada: media team celebration; door signs this week; "about us" tab; creating video for inauguration.
- Eli Vega: 2 appointments; phone calls; promoting ExCEL on Sunday; report.
- Daniel Maya: interest cards; 73 applications to work with; will be gone for 2 weeks.
- Sandra Cerda: House Meeting last Sunday; student checkout procedures; cafeteria rentals next week; extended curfew hours to 1:00am.
- Robert Cerda: leadership training in January; orientation and training prep; cafeteria committee info; Jessica working on tee design.
- Denis Rivera: opportunity in Cuatemoc; promote in Oxnard.
- Jose Luis Saavedra: concluded academic year; preparing coordinators' reunion.
- Miguel Muñoz: thank you for staff help for inauguration and banquet.
- Becky Rossi: completed writing center manual draft; looking for students to be tutors.
- Priscilla Sanchez: staff snack drawing for 2015 to be presented next week.

## **CLOSURE 11:07 PM**

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

December 16, 2014

## **ATTENDANCE 10:20 AM**

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

## **DEVOTIONAL AND PRAYER**

- Priscilla and Ruben share a devotional and prays over the staff. Jessica leads in prayer over prayer requests.

## **UPDATES FROM PRESIDENT'S OFFICE**

- Priscilla: Dr. Harris is working on the Oddo Diner project; please schedule appointments with Dr. Harris couple days in advance; monthly reports due December 22 by 5:00pm.

## **MINUTES**

- Minutes are approved as written.

## **UPDATES**

- Rudy Estrada: calendar meeting 1:30pm today; working on updates for catalog.
- Sara Lopez: email Dr. Harris students' emails.
- Steve Valdez: repairing books; inputting books to digital library.
- Jessica Estrada: ordered Oddo's signage; created student release form; publishing tuition increase.
- Walter Cortez: contacting churches.
- Eli Vega: appointment in the evening; send any leads to Eli.
- Sandra Cerda: cleaning dorms; RA's checking out; leadership training/ orientation; rental on Sunday.
- Denis Rivera: online test-class in Cuatemoc hopefully offered by January 2015.
- Jose Luis Saavedra: in TJ and Ensenada this Thursday and Friday; expanding online classes.
- Miguel Muñoz: working on cafeteria Oddo's diner; bought new silverware and dishware.
- Becky Rossi: class prep; 5 tutor applications given; crafting structure of communication to faculty to faculty.

## **CLOSURE 11:11 AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

December 23, 2014

## **ATTENDANCE 10:15 AM**

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

## **UPDATES FROM PRESIDENT'S OFFICE**

- Dr. Harris: awards are given and students and staff are recognized for their hard work; updates are given on the Oddo's Diner project; ideas were mentioned about the reconstruction of the downstairs lobby.

## **MINUTES**

- Minutes are approved as written.

## **CLOSURE 10:50 AM**

Staff is dismissed after meeting is over and asked to help in the cafeteria.