



LABI Campus Monthly Report: February 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

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

Not previously noted in the January 2015 President's report, there was a training on sexual harassment provided by Dr. Grace Morales-Scott. These experiences were well received by our LABI community and needed. Several initiatives in February included developing partnerships with other AG colleges in hope to launch several study centers on campus. We also submitted Phase II of a cafeteria project proposal to a donor family; with that, we hope to develop an outside BBQ area, improve the windows, and continue to invest within the kitchen and related upgrades. Dr. Harris also met with the Director of the Women's Study Center at Vanguard University. Included within that visit was a meeting with the Dean of Academic Affairs of Vanguard and the request by their Dean to strengthen and develop our current articulation agreement. President Harris and Dean Estrada attended the annual ABHE Conference in Orlando in February. The conference provided an opportunity to meet ABHE affiliated college administrators, explore partnerships, and discuss our accreditation progress and next steps. Dr. Harris has also launched a series of three workshops for the LABI college leadership team. These workshops are centered on cultivating a climate of assessment for our various departments, areas and institution. Our ABHE accreditation site visit has moved up from June 2015 to April 2015. We have notified all community stakeholders to assure mobilization and preparedness for the upcoming visit. Dr. Harris and Dean Estrada will prepare a "mock" visit for this experience, preparing our community for the actual visit. Dr. Harris continues working on the rollout of the capital campaign which will include procurement of funds various projects and 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

Strategic Goals

- 1) Finalize the Business Office Operating Manual.
- 2) Finalize the budget process. Most templates are in place.
- 3) Assess student accounts and identify delinquent ones. Work closely with students for resolution. Second payment is due in 2 weeks.

Progress on Key Performance Indicators

- 1) Last semester's bad debt ratio has been reduced from 6.2% (last report) to 4.8%, and it keeps going down!!! We keep working with these student accounts. Our goal is to keep this ratio below a 4% threshold, if possible.
- 2) Our expense to revenue ratio is at 91.8% 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.

Challenges/Opportunities related to Strategic Goals

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

General Updates

All donor and tax forms have been sent. First student payment and collections has been completed. We have progressed in our Operating Manual but it is not complete.

Budget Progress

All departments have been charged to work through some "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

The Academic Dean attended an ABHE conference in Orlando, Florida February 19-20. It included training and attendance of key workshops that explained the accreditation standards 9-10, assessment and planning, evaluation team visits, and how to write an exemplar self-study. The information gained has helped improve our accreditation manual, which has been written in consultation with the President, Dr. Marty Harris. The Academic Dean has begun to set up meetings for the 6 self-study committee meetings. They will begin in the first week of March and launch with 5 week follow-ups. In addition, the Alliance for Higher Education will be conducting a review of LABI endorsement with the Assemblies of God. Current plans include preparing for the endorsement visit at the end of March.

ExCEL Program/New Programs

The ExCEL program is scheduled to commence on February 28. Partnerships have been developed with the DYD of the Southern Pacific District. Our hope is that the youth ministry ExCEL program will attract current youth leaders who want to pursue education and training.

Faculty and Academics

The academic staff is currently processing applications for graduation for this year. The faculty met on both January 26 and February 2 to discuss new courses that would strengthen the LABI curriculum and program. The faculty noticed that we needed to shift our curriculum toward courses that would help our students take positions in entry level ministry jobs such as Youth Ministry and Children's Ministry. We also noticed that our new courses needed to be integrated so that it may reflect the strength of the faculty and be flexible enough to adapt and meet our program objectives. New courses will be updated in the 2015-16 catalogs.

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

Strategic Goals

1. Work on a Student Services vision statement.
2. Prepare proposal and seek approval from cabinet for a women fitness class and a men fitness class.
3. Prepare for the accreditation review of the Student Services' policy and procedure.

The office of Student Affairs feels the need to have a clear vision statement in order to be more effective and intentional in serving LABI College students. The process of developing a vision statement has been delayed and it will be ready by the end of the March. A women's health fitness class is in the process of approval by the Presidential Cabinet. This class will be offered twice a week and will motivate female students to develop healthy habits. A professional fitness instructor will be leading the aerobics, cardio, and other physical fitness exercises. In order to prepare for the visit from the ABHE consultants, the most important work to be done this month is our policy and procedure manual.

Updates: All student leaders completed the Preventing Sexual Harassment Training on Monday, February 9, 2015. The legal workshop, focused on DACA, was conducted as scheduled on February 11, 2015 and a total of 15 students attended. Assessment reviews were positive but students expressed the need to better advertise and translate to Spanish. Another scheduled event was the Hispanic Youth Chamber of Commerce' Winter Mixer event. A total of 11 students received training in networking and business skills development; they also received information on scholarships for Hispanics students. On average, 30-40 students attend the Thursday night chapels (The Outlet). On February 5, 2015, the service was put together and run by student leaders under the care of Chief Student Affairs Officer.

Challenges and Opportunities: Our challenge is to further research and develop policy and procedures on a timely manner. In order to have a more comprehensive Student Manual and 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. Host and develop 48 Hour Film Festival
2. Continue updating website
3. Supporting the Residence Director and President to create proposals for the LABI study rooms

Key Performance Indicators

Positive responses to the Film Festival

Challenges and Opportunities

Opportunity: Working with faculty, staff, and students to assess the Film Festival will enable success for future events.

General Update: On February 19, the LABI Media Team hosted the 2nd annual Film Festival in the LABI Chapel. It was a huge success as three teams submitted films. Students, staff, and faculty that attended had the opportunity to vote for the winning film and other categories. The entire program is made available on YouTube at:

<https://www.youtube.com/watch?v=NMdHFjtMORw>. A meeting with participants, faculty, staff, and the media team will be conducted to better enhance the program for the future. This month, the Communications department partnered with the Residence Director, Sandra Cerda, and President Harris to create website links with study room proposals for other Assemblies of God colleges/universities. At this time, the LABI College website content is being reviewed and undergoing updates from each department.

(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

2015 Strategic Goals

- 1) Continue updating social media with updates of LABI College on the Alumni pages 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 are able to keep up with the latest news at LABI College.

Challenges and Opportunities

Challenge: As I continue in my role as the Chief Communications Director, it is hard to balance 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. 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. 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: Began 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:

1. Connected all Practicum students into Field Practicum Initiative. Students are turning in a weekly reflection and check-in form for analysis.
2. Chapel was decorated to suit this semester’s theme, “Greater” based on John 3:30.
3. Continued search/process of qualified Spanish Pastor candidates.

Challenges or Opportunities:

Budget needed for potential chapel speakers. The Spanish Pastor position needs to be filled.

General Updates:

Setting standards for potential chapel speakers. Establishing reference list for professional counseling reference.

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

LABI College Report: Steven Valdez, Director of Library Services

Strategic Goals

1. To approach and obtain faculty members to assist with spring cleaning in the library.
2. To receive the information from the schedule spring cleaning dates and formulate a revised budget to update previously removed books with new volumes and/or recent books on same subject matter.
3. To recruit 3 students to train and schedule for data entry shifts. More than 25,000 books await to be placed into the school's online library catalog system.

Key Performance Indicators: Emails with commitment dates to serve the library to recruit faculty for additional assistance have been sent out to three of our faculty members. Professor Vikram Peters has committed to help in the library for the library's spring cleaning event. Two volunteer students have responded and committed to fulfilling volunteer hours for cataloging book to the school's online library catalog.

Challenges: Incorporating with faculty, open scheduling is very limited for possible faculty volunteers to be able to assist the library department in the library's spring cleaning event. The library is equipped with only one laser scanner, making scheduling harder for two volunteer students to work at the same time.

General Updates: Think Tank sessions ended Tuesday, February 17; it was very successful. On average, the library hosted 11 students for each Think Tank. Pause for Powerful Poems will host its first Spoken Word night in the Oddo Diner on Tuesday February 24, 2015 at 9:00 pm.

Budget Progress: No new purchases were made.

LABI Enrollment Management Report: Eli Vega, Chief Enrollment Officer

2015 Strategic Goals

1. Fall Class Recruitment
2. LABI Promotions
3. ExCEL
4. Spring College Days

Fall Class Recruitment: We are currently working with over 60 applicants who have shown a high interest in enrolling for this upcoming fall semester! On a daily basis, we are interacting with juniors, seniors and even JC students who frequently inquire more information about our academic, residence, finance, and spiritual life programs to which we respond via email, phone, social media, or by post mail. Our goal is to help students solidify their decision of choosing LABI as their school by awarding them a conditional acceptance letter although their application completion rate is at a minimum of 20% and thus maximizing our school housing limits.

LABI Promotions: Aside from our regular social media nurturing campaigns and the new school website modifications, we have begun our event travel season. We have created a reasonable list of events happening within our area that will help our efforts to recruit and promote. We are still in the process of creating our annual event travel calendar for this year. Most recently, we have partnered up with our Southern Pacific District youth ministries and the Office of Pastoral Care (OPC); this will create a great platform to recruit and promote LABI.

ExCEL: New flyers explaining all of our certificate programs have been printed in house. A major email campaign plan has been launched to all Southern Pacific District (SPD) pastors promoting and introducing our new ExCEL coordinator.

College Days: An outline for our first College Days meeting has been created and is awaiting approval to share with all staff. Mass emails, letters, and phone calls are being made to promote College Days.

LABI Registrar Report: Sara Lopez, Registrar

Data management and Record: The Associate Degree program requires students to submit official high school transcripts or college transcripts. This semester, 5 new students were pending their official transcripts. I notified the students about their conditional acceptance and guided them in the process. In addition, the last day to add/drop classes without penalty was January 28; however, students dropped classes after deadline for multiple reasons- I assisted students in the process. This month, official transcripts were processed of which one of them was a rush transcript, and 2 degrees were mailed out of students who completed their units. I also assisted students with printed verification forms and a school deferment request.

Counsel and Advice Students, Faculty, and Staff on Academic Matters: As the registrar, it is in my position to interpret and enforce policies according to the catalog of LABI College. Faculty members constantly approach me regarding student attendance. I guide them to what is stated in our policies. I manage the efficient use of classrooms and I assist faculty with copies, classroom supplies, and technology devices. In addition to this month, I was able to serve as an academic counselor to 8 students who are currently in academic warning and probation. I also met with a student who needed guidance with transferring and with the FAFSA process.

Graduation Process: On February 4, I conducted a graduation meeting that covered the graduation requirements, deadlines, portfolio details and dates, student nominations, and

expectations. Graduation applications are due February 27; I will be reviewing the applications, units, and transcripts to ensure the students qualify to participate.

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.

Significant department update: Since last month's report, 2 additional students registered to dorm on campus. Therefore, LABI is currently housing 77 students.

Training for resident assistant: To help our leadership team succeed as a team and overcome the human behavior tendencies that corrupt a team, we have been reading "The Five Dysfunctions of a Team" by Patrick Lencioni. In addition, we had a team outing on January 23. On January 30, we attended the Hispanic Youth Chamber of Commerce in Santa Ana, CA. Also, on February 9, the entire team completed a Preventive Sexual Harassment Training and received a certificate of completion.

Provide student activities to promote spiritual, social and academic goals:

The student government association led Spirit Week from January 26 – January 30, and the week was concluded with, Day at the Park on January 31 where food, refreshments, and games were provided for the 50 students who attended the event. On February 29, residence life hosted a game of Charades and on February 12, they hosted Capture the Flag. In addition, on February 14, residence assistant, Isai Rosas, hosted a Movie Night where pizza and refreshments were

provided. Also, the leadership team supported the 48 Hour Film Festival by putting together and submitting a film as a team, as well as helping at the event by ushering and selling goodies.

Challenges: One major challenge is the budget, as it continues to consist of \$500 dollars per semester; however, we have already spent \$63.03 and we have several activities coming up.

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. William Rodriguez, pastor of a local church and executive presbyter of Southern Pacific District located at Highland Park, CA. He has submitted an application to have a LATS extension. We agreed to start a new LATS extension for the spring quarter. Also, I had a phone call interview with Presbyter Maria Magdalena Montoya Campos from Ciudad Juarez, Chihuahua. She has submitted an application to obtain the approval from LATS to establish an extension at Durango, Mexico. We predict to start classes in the last week of April.

Challenges and Opportunities

We are preparing for the celebration of our graduation for the present year. We need to verify the completion of academic units for ThB level on every candidate for graduation. Also, this occasion is an opportunity to recruit new students graduating from LABI. We are going to need appropriate literature to offer them our program.

General update

LATS is establishing new extensions and recruiting new teachers with a Master title.

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

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:

- A. The start of the academic calendar 2015 has begun, a total of forty-seven centers are operating. Having an approximate total of 970 students registered, of which 15% are new students (145).
- B. In the current year, two new extensions have opened. One is East Los Angeles in the 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. In addition, there are three new extensions in the process of opening: Victorville, Las Vegas, and Los Angeles.
- C. The first quarter of online classes has begun; a total of 40 students have registered: Georgia (1 student), Washington (2 students), California (19 students), Wyoming (2 students), Arizona (1 student), Chihuahua (10 students), Mexicali (3 students), Durango (1 student), and Guadalajara (1 students). The goal for 2015 is to register 200 new students for the online classes.

Dining Commons Report: Miguel Munoz, Dining Commons Chef

Goals

1. To have the Health Department rate our cafeteria
2. To get the kitchen staff uniforms
3. To create a bigger area inside the cafeteria for people to eat

Progress/ Challenges/Opportunities: An architect will be helping us to get blue prints of the cafeteria, a requirement needed. We are hoping to have it ready and running, with a permit by the end of the semester, under the sanitary requirements.

Challenges: We will need to provide training for the students and staff on how to manage food and how to prepare it without having cross contaminations and avoiding sickness.

Opportunities: Having the Health Department permit will bring a plus on our cafeteria by letting parents know that the students are eating in a place that gets checked by the Health Department. This will help the school during our accreditation process.

Goal Achieved

Challenges: Keeping rags clean at all times without our own clean washer or dryer.

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

Goal Achieved

Challenges: Keeping the floors and tables clean, it takes longer to pick chairs up and clean tables, also to mop around. We have scheduled for male students to pick up the dining chairs.

Opportunities: Students love the Dining Room; it looks great and we have 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. A written proposal has been submitted and awaiting approval. We have been notified of possible scholarship opportunities for the upcoming SGA team.
- B. We held our first meeting with our interns and are working on getting them involved with future events.
- C. While we still haven't received an answer for the credit/debit card reader, we are working on other methods of payments for students.

Challenges

- A. Insufficient funds to provide for this scholarship.
- B. Being able to get the interns involved without giving them favoritism towards elections.
- C. Getting a separate Hebrews/SGA bank account approved.

General Update

Since the last update, SGA had a successful Spirit Week and Park Day. We also held our first meeting with our interns and are currently encouraging students to look into running for the upcoming elections. Currently, we are looking towards our next major event which is College Days and we are partnering up with Eli, LABI College's Chief Enrollment Officer, for details.

Budget Progress

SGA is clear of all debts with the financial office and currently has \$279 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 volunteer has recently committed to doing her student service hours with the W.C., giving three days a week, 2 hours a day. This dramatically increases productivity. Our second workshop (Developing Paragraphs) was a success with two sessions: 2/17 and 2/20, 19 attendees. There has also been much great feedback on the first workshop (Thesis Statements); it made a big difference and was appreciated.

Challenges or Opportunities: With two committed tutors, we are able to keep up with demand. However, our busiest time of the semester will be coming after Spring Break, with our highest volume ever. There is concern for our student intern, with her own stress and functionality during "crunch time".

General Updates: Three bilingual students also desire to help create services for Spanish-speaking students. One has begun translating documents already.

Budget Progress: No new purchases have been made, but a budget proposal is being crafted for submission next month, which will request attention to the general décor and filing system of the Writing Center.

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

Strategic Goals

- 1) Maintain an interest between prospect student and ExCEL Program
- 2) Create a “Projected Student Cost” form for ExCEL,
- 3) Create a Financial Agreement form
- 4) Create a calendar with projected dates of ExCEL

Key Performance Indicators

- 1) Promote ExCEL through Southern Pacific District of the Assemblies of God, events and retreats
- 2) Use Social Media to promote ExCEL
- 3) Launch ExCEL Program before June 2015

General Updates

The ExCEL Team and I continue to work united to move forward in reaching our launch date for the ExCEL Program. During the month of February, we were able to partner up with Office of Pastoral Care (OPC) of Southern Pacific District (SPD) to promote at their Ministers Retreat. Also, our President, Dr. Marty Harris, helped promote ExCEL to the Presbyters of SPD during a training. February, was a month of interviews and of sending reference forms to all the prospect students who have already submitted an application.

Budget Progress

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

LABI College Facilities Report: Robert Cerda

Strategic Goals

1. Create a proposal for a possible recreational trail around campus.
2. Complete Manual of Operations for all departments.
3. Purchase new lights and repair all outside lighting.

An estimation on cost for making a pathway for recreational use was asked by the Campus Life Committee Chairman, Dr. John Peréa. The idea is to create a pathway around the campus, along the property fence, so that the students will have a safe place in our campus to exercise on a daily basis. In an attempt to further develop our department credentials for accreditation, a Facilities Operational Manual is in the process of completion. In order to create a safe environment, the light fixtures around campus are being repaired and new ones are being installed when needed.

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. The restrooms outside the Oddo Diner are being remodeled and the estimated time of completion is by February 27, 2015. Furthermore, there is an addition to the facilities management team. Stephanie Jimenez, a student on a work-study scholarship (works a total of 9.5 hours per week), is assigned to assist the Facilities Manager by compiling research for the Operations Manual.

Challenges and Opportunities:

Due to the demanding schedule of the students who have work study or servant leadership, the heads of department cannot schedule them at times when work is needed. An opportunity that serves as a solution is to reassign students who can work in those time slots. Another challenge is to prioritize dedicated time to research policy and procedure to complete the Facilities Operational Manuals.

Budget: N/A

Cabinet Meeting Agenda

Tuesday, February 3, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Department Updates
 1. 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)
 - a. fitness class proposal
 7. Priscilla Sanchez (President's Office)
- 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, February 10, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Department Updates
 1. 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)
 - a. fitness class proposal
 7. Priscilla Sanchez (President's Office)
- 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, February 17, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Praise Reports/ Prayer
- IV. Department Updates
 - 1. 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)
- V. 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, February 24, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Updates from the President's Office
 - a. CQI Lesson
- V. 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, February 3, 2015

ATTENDANCE

- Present: M. Harris, R. 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: informs Cabinet of monthly report and minutes; shares provost possibility and search committee ideas.

UPDATES FROM THE ACADEMIC DEAN (ACCREDITATION)

- Rudy: Cabinet reviews “Comprehensive Integrated Standards for Institutional Accreditation” and “Accreditation Manual”.

OTHER

- Jessica: shares ideas on “branding culture”; identity statement request.
 - LABI College vs. Labi College
- Sectional Presbyters meeting: Eli will champion the event.
 - Dr. Harris shares on a pastors advisory report idea.

CLOSURE

- Staff is dismissed after meeting is over.

Cabinet Meeting Minutes

Tuesday, February 10, 2015

ATTENDANCE 8:50 AM

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

DEVOTIONAL AND PRAYER

- Rudy shares a devotional and prays over the cabinet members

MINUTES

- Minutes are approved as written.

UPDATES

- Rudy: no work or school 2/16; graduation coming up; at ABHE conference 2/18-2/20; reviewing admission booklet; reviewed curriculum in faculty meeting.
- Sara: grad meeting 2/11 at 3pm; notified professors and students of no school.
- Jessica: proposals to universities; College Days video/promo today; yearbook theme “excellence”; Film Festival next week 2/19.
- Eli: sending formal emails; inputting district contacts; department emails to prospect students.
- Gabriela: created generic emails; 3 interests in ExCEL; possible start date discussion.
- Robert: installed new washer for kitchen; student life committee; fitness class name change (staff asks for: proposal for next week and chapel time explanation).
- Priscilla: monthly reports due Monday, February 23; calendar of recent events will be added to agendas.

PRAISE REPORTS

- Staff shares praise reports.

OTHER

- Ruben: alarm situation
 - Judith Ramirez will lock up Front Office and set alarm at 10pm Monday to Friday.

CLOSURE 10:00 AM

- Staff is dismissed after meeting is over.

Cabinet Meeting Minutes

Tuesday, February 17, 2015

ATTENDANCE 8:45AM

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

DEVOTIONAL AND PRAYER

- Eli Vega shares a devotional and prays over the cabinet members

MINUTES

- Minutes are approved as written.

UPDATES

- Rudy Estrada: meeting with staff for accreditation first week of March; each leader presents a standard on March 31; second presentation will be in May.
- Sara Lopez: responding to emails; meeting with students; meeting with Rudy.
- Jessica Estrada: college website updated; homepage is simplified with links; Film Festival (Thur.) items will be revealed today; intern begins tomorrow; student poll.
- Eli Vega: badge update; making phone calls; Friday meeting with faculty.
- Gabriela Mora: 2 people submitted applications, finishing financial section of ExCEL.
- Robert Cerda: Film Festival chapel credit; fire drill March 18 (10:30- 11:00 am); women fitness class proposal soon; “breakfast at midnight” for students March 2, 2015.

PRAISE REPORTS

- Cabinet shares praise reports.

OTHER

- Monthly reports are due February 23, 2015.
- Hazing issues in the dormitories.
 - Robert will deal with the issue today.

CLOSURE 10:00AM

- Staff is dismissed after meeting is over.

Cabinet Meeting Minutes

Tuesday, February 24, 2015

ATTENDANCE 8:45AM

- Present: M. Harris, R. 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 on 2 Corinthians 3:10 and prays over the members.

MINUTES

- Minutes are approved as written.

UPDATES FROM THE PRESIDENT

- Dr. Harris: ABHE was great (update); scheduled “one on one” meeting with Cabinet requested; ExCEL discussion.

UPDATES

- Steve Pinto: chapel speakers- Denis Rivera (Tues), Robert Cerda (Wed), Krystal Baca (Thur); will have “meet the pastor” meetings with students by the end of this semester.
- Rudy Estrada: LABI application update and review was given.
- Sara Lopez: graduate applications due Friday; midterms next week.
- Jessica Estrada: branding culture document; intern begins tomorrow; will be away from office in 2 weeks.
- Eli Vega: follow up contact for those who have submitted an application.
- Gabriela Mora: psychology prospect student; appointment with prospect students.
- Robert Cerda: Women’s fitness class update.
- Priscilla Sanchez: finalizing monthly reports.

PRAISE REPORTS

- Staff shared praise reports.

CLOSURE 10:13AM

- Staff is dismissed after meeting is over.

Staff Meeting Agenda

Tuesday, February 3, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Department Updates
 1. 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)

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, February 10, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Department Updates
 - 1. 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)
- VI. Staff Meeting Snacks
- 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

Tuesday, February 17, 2015

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

Tuesday, February 24, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Approve Minutes
- IV. Praise Reports/ Prayer Requests
- V. Updates from the President's Office
 - a. CQI Lesson
- VI. Snacks Today: Jessica Estrada
- 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

Tuesday, February 3, 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, S. Pinto, D. Rivera, N. Romero, B. Rossi, J. Saavedra, P. Sanchez, S. Valdez, E. Vega

DEVOTIONAL AND PRAYER

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

UPDATES FROM THE ACADEMIC DEAN (ABHE)

- Rudy: Cabinet reviews “Comprehensive Integrated Standards for Institutional Accreditation” and “Accreditation Manual”.
 - Dean Rudy will send everyone a monthly agenda.

MINUTES

- Minutes are approved.

UPDATES

- Jessica: shares ideas on “branding culture”; identity statement request.
 - LABI College vs. Labi College
- Robert: students went to Chamber of Commerce; emergency evacuation drill scheduled options (will notify in advance); discussion on Zumba classes at LABI College.
- Steve Pinto: mobilization begins next week.
- Jessica: ½ day this Thursday 2/5; off this Friday 2/6.
- Rudy: ½ day this Friday 2/6.
- Sandra: rentals this weekend.
- Steve Valdez: Pause for Powerful Poems event; Think Tank tonight.

CLOSURE

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, February 10, 2015

ATTENDANCE 10:17AM

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

PRAYER

- Eli prays over the staff.

MINUTES

- Minutes are approved as written.

UPDATES

- Krystal Baca: mobilization and discipleship starts this week.
- Rudy Estrada: no work or school 2/16; graduation coming up; at ABHE conference 2/18-2/20; reviewing admission booklet; reviewed curriculum in faculty meeting.
- Sara Lopez: grad meeting 2/11 at 3pm; notified professors and students of no school.
- Steve Valdez: Pause for Powerful Poems today and 2/24; Think Tank *Substance Abuse*.
- Jessica Estrada: team working on yearbook; releasing 1st news segment in chapel 2/11.
- Gabriela Mora: shares ExCEL launch goal; shares main ExCEL programs.
- Eli Vega: Focusing on ExCEL; creating minister email database; html's sent out.
- Daniel Maya: preparing for College Days; sending out mailer; ad on Facebook is great.
- Sandra Cerda: chapel and cafeteria in use 2/14.
- Robert Cerda: legal services 2/11; sexual harassment training completed; installed a washer for kitchen; student life committee 2/11.
- Denis Rivera: preparing for spring semester; contacting other denominations for BA.
- Jose Luis Saavedra: all on-campus classes have begun; extension starting in Mexico with 40 students; 2 extensions possibly opening.
- Miguel Muñoz; lunch menu update; possibility of getting blue prints for the cafeteria.
- Becky Rossi: workshops 2/17 and 2/20; improvement of student writing.

OTHER

- Ruben: please complete paper work on time.
- Nehemiah: sexual harassment trainees, stop by HR office to sign certificates.

CLOSURE 11:10AM

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, February 17, 2015

ATTENDANCE 10: 15AM

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

DEVOTIONAL AND PRAYER

- Eli Vega shares a devotional and prays over the staff

UPDATES

- Rudy: will be contacting leaders of accreditation standards; self study committees in March.
- Sara:
- Steve Valdez: spoken word 2/24 9pm; Think Tank tonight 2/17.
- Jessica: college website updated; homepage is simplified with links; Film Festival (Thur.) items will be revealed today; intern begins tomorrow; student poll.
- Gabriela Mora: 2 people submitted applications, finishing financial section of ExCEL.
- Eli: ministers retreat; making phone calls; preparing for College Days.
- Daniel: preparing for College Days; working on applications.
- Sandra: residence will sell treats during Film Festival; awards ceremony 2/25; women's fitness class- after midterms.
- Robert: Film Festival chapel credit for students; evacuation drill 3/18 (10:30- 11:00am).
- Denis: opening several extensions; scheduling for the semester.
- Jose Luis: working on reopening 5 extensions; online Romans class begins 2/19.
- Becky: workshop #2 9pm in classroom 3 (2/20).

CLOSURE 11:00AM

- Staff is dismissed after meeting is over.

Staff Meeting Minutes

Tuesday, February 24, 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, S. Pinto, D. Rivera, N. Romero, B. Rossi, P. Sanchez, S. Valdez, E. Vega
- Absent: J. Saavedra

DEVOTIONAL AND PRAYER

- Pastor Steve shares a devotional on 2 Corinthians 13:10 and prays over the staff

UPDATES FROM PRESIDENT'S OFFICE

- Dr. Harris: requests "one on one" meetings with Cabinet and Staff; gave ABHE update.

TEST CONSTRUCTION: THE ESSENTIAL ELEMENTS

- Dr. Harris:
 - CQI Lesson
 - Key Elements (provided examples)
 - Survey/ 4 point scale
 - **Assignment to all:** Find the theme of our last week's project and come up with 5 questions.

MINUTES

- Minutes are approved as written.

CLOSURE

- Staff is dismissed after meeting is over.