



LABI Campus Monthly Report: March 2017

LABI College-Institute-Seminary

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

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

Office of the President: Dr. Marty Harris, PhD

For more information, comments, or recommendations please contact Nehemias Romero, Chief of Staff and editor of the LABI Campus Monthly Report. Office: 626.968.1328 Ext. 3027 or email nromero@labi.edu.

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March 2017 Presidential Report:
Dr. Marty Harris, President & CEO

Dedication of the Pastor Danny De Leon Sr. Student Union Center: On March 25th, LABI College hosted a dedication service for the Student Union Center, which was named after Pastor Danny De Leon Sr. Pastor Danny is one of the “Pillars of our Faith” who has impacted the lives of hundreds of thousands. A recipient of an LABI College Honorary Doctorate (2016), he has served and represented our LABI and greater Hispanic community with distinction. Pastor Danny and Templo Calvario have also donated to remodel and place new furniture in the Student Union Center that will be a multi-purpose room for chapels, classrooms, meetings, and study space. This dedication service was filled with words from family and friends, amazing worship, and encouraging words from Pastor Danny De Leon Sr.

The Rossi Center for World Evangelism Conference : On March 29th, The Rossi Center for World Evangelism will host a conference at LABI College with the theme “Methods of Evangelism: Past, Present, and Future.” This Conference will be free for all students, pastors, church members, or other outside affiliates who want to attend. There will be workshops in the morning on a variety of topics such as “Historical Methods of Evangelism,” “Digital Evangelism: Internet Connected TV,” “Cultural Relevance in Missions and Evangelism,” and “New Methods for Youth Evangelism.” This event is sponsored by The Christian Evangelical Association (CEA). Last year, the CEA donated \$5,000 towards student scholarships.

The Bureau for Private Postsecondary Education and California State Authorization: The Bureau for Private Postsecondary Education (BPPE) is the state of California’s administration office that oversees private colleges and universities. It assures that these institutions are authorized (approved or exempt) to offer educational programming in the state of California. Though currently “exempt” from the BPPE approval process, as a Religious 501C3 exempt institution, LABI is required to now seek “approval” in order to participate within the Federal Title IV (Financial Aid Program), based on new state legislation (2015). LABI is currently in the process of seeking “approval” for its educational curriculum through the BPPE. This application and process will be provided to the full board. Our progress will also be published on-line at www.labi.edu. More information about the BPPE can be found at <http://www.bppe.ca.gov/>

U.S. Department of Education and Federal Student Aid: In anticipation of our accreditation progress, President Harris has reached out to the U.S. Department of Education in order to prepare an initial application for Title IV eligibility. In order to receive our OPE (Office of Postsecondary Education) number, LABI College is required to apply for state approval to operate with the Bureau for Private Postsecondary Education (see above). Once we receive approval from the BPPE, the Department of Education will grant us an OPE number to allow us to apply for Title IV financial aid. President Harris has also completed a Federal Student Aid training online as part of the FSA requirements, which will also require an in-person FSA

workshop. Through these efforts we hope LABI College can receive federal funds for student grants as soon as possible.

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February 2017 Financial Report:
Ruben Mora, Chief Financial Officer
Gabriela Alvarez, Business Office Assistant

Narrative Summary:

The Spring 2017 semester is continuing to move forward. We have successfully reached our mid-point of the semester. Student payments have continued to come in on their designated deadlines. During the week of Spring Break, the Business office took time to re-send letters to past students with bad debts. This month we also updated all student accounts with their remaining balance as the last payment approaches in April. The business office has also begun to prepare for the SPD Fundraising banquet for LABI on May 6, 2017. The programs and menus have been ordered and set. We are hoping for a successful turn out and will continue working alongside SPD to help carry out the fundraising banquet.

We have also begun to work on a couple potential rentals for the summer of 2017. As of today, we have four confirmed groups that will be hosting their church events on our beautiful campus. We rejoice in the provision of the Lord as we continue to move forward in the last half of the Spring 2017 semester.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

2016-2017 Strategic Goals

1. Keep LABI College under the 96% expense-to-income ratio in 2016-17 school year. Lower student numbers have created several financial challenges.
2. Manage resources to the end of the year to ensure finishing school year in the black.

Progress on KPI's

1. We are spending above the 96% expense-to-income threshold at this moment.

Budget: We continue to work on a limited budget.



March 2017 Academic Report: Rudy Estrada, Dean of Academic Affairs

The Dean of Academic Affairs and Academic Support Specialist focused in the month of March on the graduation, Bureau for Private Postsecondary Education report, Alliance Report and the development of new programs.

The academic office recently hired a new Academic Support Specialist who has taken over the support and logistics service for the faculty and staff. We also began the graduation preparation and planning which includes reviewing graduation applications, ordering caps and gowns, and creating a new graduation website that will have all of our information about the speakers, date, time, location, along with frequently asked questions. The graduation preparation included meeting with key stakeholders and assessing areas for quality improvements. We are currently expecting about 73 LABI and Extension graduates and 20 LATS graduates.

Second, we are continuing with the ABHE Substantive Change form to introduce new programs for the upcoming fall 2017. We have two specific proposed changes. The first proposed change is to offer an additional associate degree in Youth Ministry for the traditional on-campus program. This is a horizontal expansion of our program which will utilize current faculty and add additional new courses. The second proposed change seeks to expand the college and offer a bachelor degree in Theology. This degree will draw from existing curriculum and faculty members who were once a part of this emphasis before the college sought accreditation. We also seek to serve those students who desire to remain at the college beyond the 2nd year and desire to further prepare themselves for ministry in an urban and Latino context.

Third, we are currently filling out a BPPE application for approval to operate within the state of California. The academic office is assisting the Chief of Staff in making sure that our academic policies and catalog are in compliance. This includes reviewing the catalog and updating the necessary language and information that is required by the state of California. Fourth, we have finalized our yearly Alliance report which includes the data and statistics of the college. This is a yearly report that is sent to the Alliance office of the Assemblies of God.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

2016-2017 Strategic Goals

1. Improve retention and attrition
2. Maintain academic rigor and competitiveness (admissions; courses; classroom expectations)
3. Improve and enhance academic logistics

Budget: Under Review



March 2017 Library Report: Rebekah Rossi, Dean of Student Affairs

Narrative Summary:

Rossi has completed the library fundraising letter to be given to specified contacts from within the Library Committee next month. Rossi interviewed a past student who was an academic “success story” who utilized much and benefited greatly from the LABI library to be a central focus in the fundraising campaign. The newly-named “Dr. Simon Melendres \$100,000 Campaign” will allow funding for ATLA/EbscoHost, updated technological resources, book updates and expansion, updates to the check-in and out system, study room expansion, and more. The search continues for the new MLS credentialed librarian with the job posting created on 11/8/16, posted to the LABI website on 12/2/16, and on Indeed.com. Rossi also reached out to every major Christian University/College’s librarians, giving them a copy of the job posting and asking if they knew of any good candidates, and has replied to all candidates as they have continued to apply. Certain candidates are being considered in conjunction with the Dean of Academic Affairs. The Library Committee will be trained on the hiring process, which will take place in May. Day-to-day operations with Rosemarie Miramontes are running smoothly. Currently, 9,423 books have been entered into our Libraryworld.com system--200 more than last month. This leaves us with only 68% of the library collections left to be entered into the online system. A more detailed overdue book procedure has been working well, and student Angela Bravo has taken the lead on the weekly task of up-keeping the overdue log. A new Library Slip has also been created, to be stamped with the due date and given to the patron upon every checkout in order to allow patrons an extra reminder of the due date as well as library hours, which are printed on the bottom. Students have commented that this slip has already helped in reminding them to return items on time. Miramontes has begun the process of publishing the Library Newsletter for the semester. Lastly, a new library assistant student worker was added to the team: Tanya Medina.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

2016-2017 Strategic Goals

1. To continuously manage and train Library attendants and create convenient process for book reserves for professors and students.
2. To finish Library World data input of all library books and build a more convenient check-in/out system.
3. To increase our partnership with neighboring libraries and our research capabilities and resources for students. To have one to two library program events a semester

Progress on KPI’s

1. All library volunteers and student workers are consistently trained.

2. Professors' books have been placed on the textbook reserve case.
3. Data entry efforts continue with four workers, which will eventually help our check-in/out system

Budget: Our department is within good standing with the Business Office.



March 2017 Writing Center Report: Rebekah Rossi, Dean of Students

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Narrative Summary:

There have been 35 face-to-face Writing Center appointments requested so far through the online appointment system, and 12 appointments have been completed with the four current tutors. Professor Olgaldez's film critique essay and historical critique essay, as well as Professor Estrada's presentation on Jesus for NT have been three required appointments that ensure the use of the Writing Center. Three more papers that require a stamp at the Writing Center are coming up, and the tutors have been informed of these specific assignments and unique requirements in order to appropriately guide students. Rossi is increasingly grateful to professors that require a Writing Center stamp for a paper or who offer extra credit on at least one assignment, as this aids in the use of the Writing Center's resources. The new appointment binder has been successful and has helped to keep the department in great communication. This month we offered four sessions of our favorite workshop, "Conquering the Thesis Statement" from March 6th-8th, with donuts offered as incentive! 12 attendees learned about each element of the thesis statement, as well as strategy for a strong "skeleton" for their paper. The "Organizing Paragraphs" workshop is being prepared for next month. Rosemarie Miramontes has been assisting Rossi in the training, managing and overseeing of tutors and workshops. The new ADA-compliant ramp has been built at the entrance of the Writing Center at the back of the Library, and the plans for a railing are underway. Three Argosy University doctoral students have applied for their practicum with LABI to be an intern. This internship would allow them a place on campus where they may administer Learning Disability Assessments--tests often costing upwards of \$4,000--at no charge to our students. These tests include a helpful personal plan for the student to better plan their study life. The interview team included President Harris, Pastor Krystal Baca, Dean of Students Rebekah Rossi, and Chief of Staff Nehemias Romero. A Christian Argosy intern will be chosen and notified next month in order to begin their practicum on LABI campus by Fall 2017.

Each department has produced "Strategic Goals" for the year that align to institutional goals and planning. Progress of goals are measured by "Key Performance Indicators." Both listed below:

2015-2016 Strategic Goals:

1. To continuously train tutors throughout the semester
2. To hold three-four workshops a semester, each with more options for attendance. To have 50% of the student body collectively attend each Workshop Week
3. To raise the average grade of term papers school-wide. For ALL syllabi to have some relationship with the W.C.

Progress on KPI's:

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1. All tutors are continuously trained in office management and tutoring sessions.
2. 4 Workshop Weeks have been planned for the semester.
3. Three professors have actively involved their syllabus with the Writing Center.

Budget: We are in good standing with the Business Office.



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March 2017 Extensions Report: Jose Luis Saavedra, Dean of LABI Extensions

Narrative Summary:

We are completing the first quarter of the 2017 academic calendar. Fifty-five (55) Extensions began their academic activities. Approximately 900 students have enrolled in this first quarter. We must highlight the beginning of five new extensions, in the cities of Las Vegas, Cathedral City, La Habra, San Juan Capistrano, and in Mexicali, Mexico. The commitment of Pastor/coordinators is remarkable, especially the work and commitment toward education of the Pastor Alex Najar of Templo Victoria in Cathedral City and Pastor Guillermo Maita in the Iglesia Evangélica Pentecostal Casa de Dios Puerta del Cielo in the city of Las Vegas. Our online program is in full development, the Mexicali Extension is receiving the class by this means for students who are in different regions. This year, we are developing the offer of live and recorded classes online. God has again shown His faithfulness, pouring out His grace abundantly as He has done for 90 years. We can only thank Him, hoping that the year 2017 will be amazing.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

2017 Strategic Goals

1. Monitor the progress of the academic calendar for 2017.
2. Promote the opening of new LABI Extensions.
3. Promote the development and systematization of the online classes program.

Progress on KPIs

1. 90% of Extensions are running regularly
2. Five new Extensions have commenced operations in 2017.
3. Our internet extension program is in full development.

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Budget: We are in good standing with the Business Office.



March 2017 LATS Report:
Denis Rivera, Associate Dean of LABI Extensions

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Narrative Summary:

In this school year we are going to have a total of 69 graduates. Forty students are from the Mexico extensions center and the rest from California. God has been so good in providing energy and wisdom to accomplish the mission statement of LATS. In Addition, we are going to open two new study centers this summer quarter: One in Dallas, TX, and another one in the city of Las Vegas, NV.

Usually the study center in Mexico that are graduating students toward the end of the school year get together with a local Bible Institute with several students at the diploma level to celebrate graduation service together. This is very fruitful and an honor to LATS because we take advantage to promote and enroll new students to complete the ThB program of LATS in their local region. It is more work for us, but at the same time is worthy and very joyful.

An online course is part of every quarter now. We established online methods of study that students have responded very well to. Also we continue to offer intensive three-day seminars and at the same time we program the regular quarter duration classes in other extension centers. Our purpose is to meet the necessity of every student according to his/her own situation.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

Strategic Goals 2016-2017

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.

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



March 2017 Student Life Report:
Rebekah Rossi, Dean of Student Affairs
Alan Guzman/Rosemary Miramontes, Residence Directors

Narrative Summary:

The Student Government Association team continues to meet weekly with Rossi, and the Residence Assistants continue to meet weekly with Guzman and Miramontes. Rossi has decided to begin leading the weekly Women’s Devotional in order to create more fellowship between the girls and unity among departments. The students recently enjoyed a fun Park Day in perfect weather hosted by SGA on March 11th from 11:00am to about 5:00pm. The day included intense games of volleyball, nachos, carne asada tacos, and about 20 students and staff. The students who came were asked to fill out and sign the newly crafted Off-Campus Event Waiver form. The event was paid for through profits from HeBrews, which has been running well. The 8 volunteers who run the coffee shop were trained thoroughly on food handling, customer service, hand washing, mission, values, policies and procedures. This was included within the more thorough HeBrews training manual recently created, and a set schedule for volunteer workers was also published and posted. HeBrews has been open for 32 hours a week. All volunteers have turned in cover letters and applications. The coffee shop has re-introduced iced lattes, which have been a huge hit. Profits have been about \$100 a month, with \$50 spent each month on inventory. The Argosy University Learning Disability diagnostic internship practicum has been an exciting planning process, as it will be an upcoming service for students. Applicants have recently completed interviews, and a Christian intern will be identified and chosen by the interview panel this month. The Yearbook is a huge priority for Student Life in conjunction with the Media department. The theme was voted in by students: Alive in the River, with John 17:38 as a reference. Surveys for “Most Likely To…” awards have been completed by students. Most excitedly, the Student Union has been the priority this month, and the dedication service approaches quickly (March 25th)! Armchairs, a mini fridge, lamps, side tables, rugs, a mounted 55-inch TV, Texan décor, and tables and chairs have all been purchased with the money donated for this exciting project! It has also been painted with an accent wall, and a mural dedicated to Pastor Danny DeLeon has been applied to the wall!

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

2016-2017 Strategic Goals:

1. To promote ministry, education, fun, and fellowship
2. Uphold campus safety, and student services in reference to our Student Manual
3. To promote a Pentecostal community of student leaders

Progress on KPI’s:

- 1) Girl’s and Guy’s Weekly devotionals continue on well.

- 2) One-on-one's with every student are underway once again.
- 3) Bathroom cleaning rotations for the halls have begun.
- 4) Most fire extinguishers have been inspected and placed in populated areas.
- 5) 2 Residents Directors and 3 RA's are fully involved and present

Budget: No new purchases have been made.



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March 2017 Spiritual Formation Report: Krystal Baca, Dean of Spiritual Formation & Campus Pastor

Narrative Summary:

Every month, week and day that goes by in the office of Spiritual formation gets better and better. The Lord is really using our students in exciting and new ways. Every chapel is a beautiful opportunity for students and staff to stand in the presence of God. Our chapel worship teams are the best of the best! As a campus Pastor nothing makes my heart happier than seeing the students come together to make our chapel experiences the best they can be. Our students are leaders and every day they bless my life. We made great progress this month by giving the Chapel a little TLC. New panel backdrops were installed by my very own student interns. They gave up going home for spring break to make our beloved chapel look even better.

This month in chapel we had some life changing chapel themes. The first theme was Messy Grace. The heart behind this was for students to know that they serve a forgiving and loving God. That no matter what their past may have been they still have a calling and future in Christ Jesus! The second theme of the month was missions! We were so excited to have LABI Alumni and SPD missionary Mauricio Quinones speak to our students. We also partnered up with the SPD Missions office as well as The Rossi Center for World Evangelism. I am so excited to see Missions alive on our campus. God is opening up big doors here at LABI College and the students are willing and ready to walk through them. I am so blessed each day to see our students grow in their calling and in their love for the Lord.

Each department has produced "Strategic Goals" for the year that align to institutional goals and planning. Progress of goals are measured by "Key Performance Indicators." Both listed below:

2017 Strategic Goals

1. Creating a higher standard for every chapel service.
2. Creating an atmosphere for effective times of prayer.
3. Aiding in every student having the opportunity to encounter God, encourage unity, engage in small groups, and empower students for ministry.

Progress on KPI's

1. Weekly themes have been incorporated into our chapel themes.

2. More prayer options have been added so that students have more opportunities to seek God. Including a curfew prayer from 11:00pm-11:30om. It is a convenient time for students.
3. Students are coming together to seek God and build unity.

Budget: Continually working with LABI CFO on revolving budget.



March 2017 Enrollment Report: Eli Vega, Chief Enrollment Officer

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Narrative Summary:

Our total enrollment goal for this fall semester is 100 students (both on & off campus combined). We gathered this number after calculating the “*regression towards the mean*” formula in our enrollment history data - seven years-worth of enrollment data and divided it by 14 semesters. This gave us the 100 students as our enrollment goal number. 11 students will graduate this spring and 36 of 48 students should return for the fall semester based on our retention rate of 75%. Since our enrollment goal is 100 students, we need about 64 new students to meet this goal. Our conversion factor rate from completed applications to enrollees is 48%. Therefore we must receive a total of 132 completed applications by registration week (August 2017) to obtain 64 new students and thus allow us to reach our goal of 100 students.

Beginning in March, we created a 6-month recruitment plan to achieve our new student enrollment goal of 64 students. By the end each month (for six months) we must have a total of 22 completed applications in order to have a total 132 completed applications and thus converting those applications into 64 new students enrolled. So far for the month of March we have a total of 11 completed applications and have 42 prospective students which are currently working on completing their application. This means we are half way there in completing our goal of 22 completed applications before the end of the month of March. However, if we do not meet our goal we will then have to compensate those numbers in the month of April, which we believe will be accomplished since we are hosting College Days on April 6th-8th. Thus far, we have 146 people pre-registered for College Days.

We are doing everything we can to bridge the gap between the LABI and the Southern Pacific District Youth Ministries by housing most of our youth pastors training at LABI and allowing our Admissions Specialist share more about applying at LABI.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of goals are measured by “Key Performance Indicators.” Both listed below:

1. To increase the quality and quantity of students by recruiting those who are an institutional fit.
2. To collect and evaluate data, general admissions requirements, and procedures of the admissions office on consistent and uniform based.
3. To ensure that information and services are available in a timely and accurate fashion

4. To enhance the operational effectiveness of the admissions office

Progress KPI's:

1. Developed the Fall Semester Recruitment Plan & a three-month event travel calendar
2. A new part time staff was added to the enrollment office
3. 14 college days' videos were made and posted on social media
4. Promoted at SoCal Network youth convention & at the SPD Office of Pastoral Care event
5. New enrollment storage; New enrollment office computer
6. SPDYM Youth worker's trainings hosted at LABI College Campus

Budget:

We are on or below our approved spending budget

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March 2017 Marketing Report:

Joshua Escandon, Chief Communications Officer

Narrative Summary:

During the month of March the Marketing Department has been very busy promoting events that are happening throughout the rest of the semester. Some of these events include: The Dedication Service of the Pastor Danny De Leon Sr. Student Union Center, College Days 2017, Pastors and Leaders Conference, and the Rossi Center for World Evangelism Conference. Each event requires a certain amount of marketing attention and we have been doing our best to ensure that each event has properly been promoted and branded to their own unique look. We are proud to announce that we have finished flyers, RSVP webpages, and programs for almost all upcoming events. College Days is looking to be our biggest event of the year. We have been promoting the easy to navigate RSVP webpage we designed especially for College Days. We have already released 17 videos promoting College Days. We have been reaching out to youth pastors and LABI College Alumni to help create invitational videos representing their church, region, and district. College Days is important to us because we strongly believe that a big portion of those who attend will become future LABI College students.

We have been improving the look of our campus by printing and installing decal stickers of our office hours and mission statement to all of our glass office door buildings. We are currently working on creating two new "information boards" so we can include some history about our school, mission statement, and promote events happening on campus. We have recently installed new campus signage arrows to help navigate guests around campus. Our department ordered the Pastor Danny De Leon Sr. Student Union Center mural and De Leon Student Union Patio campus sign. The marketing team will continue to think of new ways to improve and market LABI College.

Each department has produced "Strategic Goals" for the year that align to institutional goals and planning. Progress of these goals are measured by "Key Performance Indicators." Both are listed below:

2017-2018 Strategic Goals

1. Revamp of the LABI College website (70% Completed).
2. Reach 7,000 followers via Facebook.
3. Successfully reach the majority of LABI Alumni of all years.

Progress on KPI's

1. Sergio Navarrete College Days Video reached 5,000+ Facebook users.

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2. Our Facebook page is averaging one new like a day.

Budget: The Marketing and Communications budget is in good standing

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President's Executive Cabinet Meeting

March 14th, 2017

9:00am – 10:30am

Executive Cabinet Members: M. Harris (Chair), R. Mora, B. Rossi, R. Estrada, N. Romero.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer (B. Rossi)
2. Review and Approval of Minutes (02/28/17)
3. College Days vision and update, April 6th-8th (W. Mendoza)
4. Presidential Updates (M. Harris)
5. Academic Affairs: Important Updates (R. Estrada)
6. Spring Break Campus Clean-Up (R. Estrada)
7. Student Life/Residence Life: Important Dates (B. Rossi)
8. Library/Writing Center (B. Rossi)
9. Business Office: Important Updates (R. Mora)
10. Pastor Danny Student Union Center, March 25th
11. Center for World Evangelism Conference, March 29th
12. Pastor Training and Retreat Center Conference, June 16th-17th
13. FWE Certificate Program Launch
14. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: Tuesday, March 28th, 2017 at 9:00am

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President's Cabinet Minutes

February 14th, 2017

9:00am – 10:00am

President Cabinet Members: M. Harris (Chair), R. Mora, B. Rossi, R. Estrada, N. Romero

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer: Ruben Mora shared about how sometimes God takes us into “the storm,” just like Jesus did with his disciples (Matt 8:18-27). In these moments, we must not lose hope. “Storms” arise even when we follow Jesus.
2. Review and Approval of Minutes (02/28/17): Minutes were approved.
3. Federal Student Aid and the BPPE: We recently learned that the Department of Education (DoE) requires institutions to be state authorized before applying for Federal Student Aid (FSA). LABI has been “exempt” with the Bureau for Private Postsecondary Education (BPPE) and will need to apply to the BPPE for approval to operate. Once our BPPE application is deemed compliant, we’ll be able to submit our FSA application to the DoE.
4. Academic Affairs: Important Updates: On March 7th, LABI staff will have a graduation planning meeting for Baccalaureate and Commencement. A webpage has been created for all participants to RSVP and with all relevant information including a FAQ section. Rev. Ronan Muñoz will be the Baccalaureate speaker and Dr. Roger Ovalle the Commencement speaker.

5. Student Life/Residence Life: Important Dates: Park Day has been moved to March 11th.
The Dormitory is being prepped for the College Days visitors and prospective students.
6. Library/Writing Center: We are making progress with ADA compliance, including the placement of a ramp and rail. In March, the Writing Center will be having workshops.

Next President's Cabinet Meeting: **Tuesday, March 14th, 2017 at 9:00am**

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