LABI Campus Monthly Report: November 2014

LABI College-Institute-Seminary-Extensions

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.
LABI Campus Monthly Report: November 2014

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Revised: P. Sanchez 10/29/14
**President’s Report: Marty Harris, PhD**

This October 2014 edition of the LABI Campus monthly report. This report provides an overview of updates prepared by LABI departments and leadership team members representing LABI College, Institute, Extensions, and Seminary. This report provides an opportunity for campus/community sharing on progress, opportunities, and challenges tied to our goals, programs, people, and processes. This report also includes all staff and cabinet meeting: “Agendas” and approved “Minutes”. 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.

**New LABI President:** Dr. Harris began his appointment as LABI’s 17th in September of 2014. A licensed and ordained minister for over fifteen years, Dr. Harris holds a Bachelor’s degree, from UC Irvine and a masters and doctorate in clinical psychology from Washington State University. After completing a clinical internship at UCLA, Dr. Harris carried out postdoctoral work at Cornell University. Dr. Harris has served as a consultant to/from several Federal agencies including the: U.S. Department of Education, U.S. Department of Justice & others. Dr. Harris has served as a tenured professor at Vanguard University & Bethany University and has taught and/or served as an adjunct faculty at Azusa Pacific University, Washington State University, Pepperdine University and UCI College of Medicine. Administratively, Dr. Harris has served in the roles of, Dean, Chief Academic Officer, Diversity Officer, and Vice President/Acting President. A published researcher, Dr. Harris currently serves (2009-present) on the Board of Editors for the Journal of Psychological Issues in Organizational Culture.

**Presidential Impact Areas:** Some of the areas of immediate impact Dr. Harris has made include working on our ABHE accreditation response. Additionally, Dr. Harris has also been developing improvements to our LABI processes, policies and structures. These include the following:

1. Establishing clearer titles/roles and responsibilities and developing the LABI leadership team.
2. Developing and Implementing an LABI Institutional Strategic Planning Process.
3. Leveraging Resources and Partnerships with other Colleges/Universities.
4. Student Writing Center at LABI to be launched by spring 2015.
5. Developing a budget cycle with and for the LABI leadership team/campus community.
6. Explore and Develop, needed and required policies for students, staff and faculty.
8. Advancement and Alumni Relations Initiatives.
9. New Program Development Process for LABI/LATS.
10. New Certificate Program Options through the LATS ExCEL program (January 2015).
11. Marketing and Recruitment Campaign for New Programs.
12. Beginning discussions with accreditation exploration with WASC

**LABI Amendment Improvements:** Dr. Harris has been working with the LABI Board of Trustees’ Governance Committee on some important amendments to our LABI constitution and Bylaws. Recently (10/24/2014) approved by District Presbytery (SPD), these amendments will help LABI demonstrate to its accreditors more/greater sufficient autonomy and authority in relation to its administration and Board of Trustee constituency, policies, and related.
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) Ensure the submission of our Financial Audit to ABHE prior to the November 1 deadline.

2) **Progress on Key Performance Indicators**

1) Keep bad debts below a 4% threshold.

2) Keep overall expense to revenue ratio at 96% or less

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

In the process of re-aligning the Chart of Accounts in QuickBooks so we can develop budgets. Blocking the time has been difficult due to managing student accounts and the season of our audit. The same challenge applies to the development of the Operating Manual.

4) **General Updates**

We have directed our efforts to the completion of the Financial Audit. The field work visit by auditor, Mark Todhunter, has been set for Thursday, October 23, 2014.

5) **Budget Progress**

We are still developing School Budget. Preliminary analysis shows that school has overspent as compared to last year at this time.
Executive Summary and Academic Report: Rudy Estrada
2014-2015 Strategic Goals
1. Accreditation
2. Excel Program Launch
3. Faculty and Degree Program

Accreditation

The academic staff is finalizing the progress report, assessment plan, and is currently developing the strategic plan which will include the yearly plan for the college. The progress report also describes many new improvements within our library and updates on other items. Although our accreditation plan aims to help lead the college into the initial write ups of the first self-study we have not begun to activate these committees. The goal is to have these committees activated by November with write ups continuing the throughout the winter.

ExCEL Program

The staff, faculty, and associate deans gathered together as a New Program Development Committee in order to launch our new Executive Center for Education and Leadership (ExCEL). The NPDC is developing the admissions policy, application process, calendar, finalizing the catalog, and implementing its strategic marketing material for the promotion of these new certificate programs. Although we developed the courses and certificate titles we have yet to develop the curriculum which is our goal for the coming months.

Faculty and Degree Program

On October 18th the faculty agreed to continue with the panel interview of candidates for graduation. However, we want to review the student portfolios and evaluate their work ahead of time. We recognize that in previous years we assessed the academic department, not enough scrutiny has been done in with the program and curriculum. We aim to analyze each portfolio in December and remind the students of their portfolio requirement for graduation.
Executive Summary and Student Services Report: Robert Cerda
2014 – 2015 Strategic Goals
• Further develop Vehicle Use, FERPA, and Fitness Center Policy and Procedure.
• Promote leadership development amongst student leaders and staff.
• Develop new Student Services programs for the remainder of the semester and plan for the spring 2015 semester.

Policy and Procedure
The areas that need immediate attention for liability risks and policy and procedure are:
• Vehicle Use Policy and Procedure: In regards to our Vehicle Use Policy, we have created a more comprehensive form that require more essential information from student/staff/faculty that are driving school vehicles, which will help us reduce the liability risk.
• Fitness Center Safety Guidelines: The fitness center guidelines will be posted and require to sign a waiver of liability at the entrance and the beginning of their work out.
FERPA information will be available to down load on www.labi.edu web site on October 24, 2014.

Leadership development:
To further develop student leadership we have scheduled training on Sexual Harassment prevention training on November 5, 2014.
Also, a leadership team building training is scheduled on November 1, 2014, this training is for student leaders only.

Student services events and lectures.
We have come up with the following lectures and training ideas for the befit of our student body. They are Nutrition and Fitness, Overcoming Addictive Behaviors, and CPR/First Aid training.

General Updates
As of last month, Wendy Angeles (Student) is working as the assistant to Chief of Student affairs for the total of 8 hours per week. She now is responsible for vehicle request and safety manual updates among other duties. Residence and SGA is active in the student campus life and working well together as a team.

Challenges and Opportunities
Our challenge is the lack of training of all our student leaders in their areas of responsibilities. This challenge creates the opportunity to invest into our student’s leaders by scheduling trainings and growth opportunities.

Budgets
We are striving to work resourcefully in all our departments. Our goal is to assist LABI with staying within our budget without sacrificing the safety and uniformity of our facilities.
Executive Summary and Marketing and Communications Report: Jessica Estrada

(1) 2014-2015 Strategic Goals

Goal #1: Market and promote ExCEL heavily

Goal #2: Implement an integrated marketing approach to communication, marketing strategies, and efforts from various groups and/or departments across LABI College

Goal #3: Improve brand identity on social media to promote community awareness and enhance LABI College’s reputation in the service area and beyond

(2) Key Performance Indicators

Meet with Rudy Estrada, Chief Academic Officer and Eli Vega, Chief Enrollment Officer, to ensure marketing ExCEL is successful

Monitor all social media sites to ensure the public is engaging with LABI College

(3) Challenges and Opportunities

Challenge: n/a

Opportunity: Unitizing social media to market since it’s popular and cost effective

(4) General Update

ExCEL is the main focus of marketing for the department right now. We are also working on the inauguration for President Harris. I am excited to introduce our new intern, Walter Cortez, who is on board to help with the work flow. Early this month we launched our first donor newsletter of the semester to the LABI community which highlighted student Daisy Alvarado. We are currently working on a new newsletter which will be disseminated quarterly and will highlight all of the departments. We have recently designed and ordered new name badges for all employees and new business cards for them too. New merchandise and apparel is being designed for review, to be ordered just for upcoming events/conventions. We are also working closely with the Admissions department to help promote the upcoming fall “College Days” event.

(5) Budget: At this point, and according to the Chief Financial Officer, the Marketing and Communications budget is at a good standing.
Executive Summary and Alumni Association and Relations Report: Jessica Estrada

2014-2015 Strategic Goals

A. Reestablish relations with alumni to recreate a sub-target audience for the school.
B. Continue to use social media to reach out various groups of alumni years to gain a following.
C. Once relations with alumni is established, create events and programs where alumni can reengage with the school (i.e. Luncheon with President, Alumni discount membership, Guest speakers in chapel, etc.)

1) Key Performance Indicators

A. Being up to date on Facebook page and maintaining certain amount of “traffic” on page.
B. Positive engagement with revamped alumni survey.
C. Good communication with alumni through social media (Email, Facebook, start a Twitter page)

1) Challenges and Opportunities

A. Challenge: rebuilding LABI Alumni database to make Alumni target audience possible.
B. Opportunity: Start creating relations with current students and prepare them to receive alumni status while still in school.

1) General Updates

Upon speaking with President Harris, the LABI Alumni Association will be doing the most possible to gain the attention and participation of LABI Alumni. This includes new approaches for donating, sponsoring students, chapel works, and a redefinition of Alumni membership. This should also be reflected within the usage of social media, which has gotten great responses and following due to the consistent updating of the Facebook page.

1) Budget Progress

At this moment, a budget is in process of being created for further Alumni Association actions.
Spiritual Formation: Steve Pinto

a. 2014-2015 Strategic Goals:
   
   • A revamping of our Mobilization/Internship program
   • Refurbishing and overhauling of Chapel sound, audio/visual, and décor
   • Comprehensible evaluation of our Spanish/Bilingual Ministry

b. Key Performance Indicators:
   
   • Writing a comprehensive “Field Practicum Initiative”
   • Surveying and inventorying all sound audio/video/sound system
   • Evaluate the effectiveness of Spanish/bilingual chapel

c. Challenges or Opportunities:
   
   • Established a pastoral team composed of 4 pastors, 6 pastoral interns and 4
     student interns to meet the weekly demand and tasks of the Spiritual Formation
     office.

d. General Updates: Established clear 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 an established budget.
   Our only reoccurring expenditures at this time are $20 Starbucks gift cards that are given
   to our chapel speakers as needed.

f. Other: Report Written by: Steve Pinto, Dean of Spiritual Formation and Campus Pastor.
LABI Library: Steve Valdez

1. LABI Library Spotlight Newsletter
2. 150 library book data entry in Libraryworld.com
3. Cleaning and re-organize rear of the library and future writing center

The library released the first edition of the LABI Library Spotlight Newsletter for the 2014-2015 academic school year. The LABI Library Spotlight Newsletter consists of spotlighting a new book that has recently been added. The newsletter also spotlights 3 library staff picks/recommendations in our “Good Reads” section of the newsletter. There is also an event/information section that provides information to our students about available tutoring.

Lastly, the LABI Library hosted its’ first Think Tank for the 2014-2015 academic year. There were 9 students who participated in a student panel examining the writings of C.S. Lewis’ first chapter of Mere Christianity. Steve Valdez, (Director, Library Services) acted as the mediator for the student panel. The participating students enjoyed the LABI Library hosted event.

Currently the library has 2512 cataloged books on libraryworld.com. On average the library puts close to a 150 books a week. Currently all of our Philosophy Book Section is cataloged online and I am working my way through the Logic Section. With the coming holiday season, I plan on keeping up our input data numbers for each month.

The rear part of the library is currently getting a face-lift through some re-organizing of books and shelving. We are currently set for an installation of another study table in the rear part of the library building. Plus, our future home site for a possible Writing Center is currently being cleaned out and completely re-organized for ready to use space. We also have installed a whiteboard (donated by the President’s Office), corkboard for updates on school information, and a nice new canvas of art in our rear study room.
ENROLLMENT MANAGEMENT: Eli Vega
2014-2015 Strategic Goals
1. Office Promotions and Recruitment
2. Excel Program
3. Event booking and Planning
4. College Days

Office Promotions and Recruitment
As of today (October 20 2014) we currently have 340 Leads in our Populi records from 2011 to 2014 raging from 13-27 years of age. 81 total applicants with 20 % or less completion rate on their application. 40 Conditional applicants with 90% or less completion rate in their application, and 3, 100%complete which have already been accepted by CAO- Rudy Estrada. We are averaging a total of 3 to 4 appointments every two weeks.

Excel Program
Plans and ideas are being discuss as to how, where, and what type of appropriate promotional and marketing materials or attempts will help us enhance our probability of creating a huge splash in the all ready competitive market. A basic approach recording all lines of communication of church and pastors phone numbers, emails, websites, and mailing addresses.

Event Booking and Planning
We are reviewing all promotional material for now in preparation to all 6 youth conventions happening next month. These are the names of the 6 Assemblies of God districts we will be promoting at in November. (1) Northern California Nevada [Nov.14-15], (2) Southern Pacific District [Nov.21-23], (3) Southwest District [Nov.21-23], (4) Central District [Nov.27-29], (5) So-Cal Network [Nov. 28-30], and (6) Northern Pacific Latin American District [Nov. 28-30].

College Days
We currently have only 25 pre-registered at this point and counting. Final adjustments and preparations are currently undergoing as we work on the logistics of the event regarding staff, faculty, and student leader’s participation.
Registrar: Sara Lopez

2014-2015 Strategic Goals

1. Ensure student’s academic success to meet a grade point average of 2.0 and above.
2. Effective communication with students and faculty by responding to students who inquire information about classes, transcripts, and academic planning.
3. Assist Dean with the academic schedule- programming courses, times, and professors

Students’ Academic Success, GPA

To help improve student academic achievement we have been intentional about Academic Warning/Probation. This semester there is a total of 5 females and 6 males on academic warning and 1 male and 4 females on academic probation. I have met with four of these students. After meeting with the students, they expressed their gratitude for the accountability and support they received. There are still some challenges with communicating to non-responsive students.

Efficiency and effective communication with students and faculty

In addition, it is important to efficiently respond to faculty request and assist in any way needed. This semester we implemented classroom supply boxes that faculty could check out, which includes: pencils, markers, dry erase markers, batteries, sticky notes, and pens. Due to this, the complaints have diminished and faculty members are satisfied with the service we are offering. Along with these duties, this month 5 official transcripts were processed and created the Student Information Release form and the Student Request to Withhold Directory Information.

Academic Programming

The work in progress involves planning and scheduling courses for Spring Semester 2015 and continue working on the University Fair. Furthermore, the work that is planned for the upcoming months are the exit interviews and portfolio interviews that will be presented in December for students who are enrolled for their last semester.
Residence Life: Sandra Cerda

2014-2015 Key Performance Indicators

- Training for Residence Assistants (RA’s)
- Provide Student Activities to Promote Spiritual, Social and Academic Goals
- Intentionally Establish Relationships with Residents

Significant Department Update

There are a total of 89 students living on campus: 54 female and 35 male.

Training for Residence Assistants

We are currently reading “25 Ways to Win with People” by John C. Maxwell and Les Parrot, PHD. In addition, a Sexual Harassment training and Emergency Drill will be conducted soon.

Intentional Activities to Promote Spiritual, Social and Academic Goals

A devotional on the importance of having a Godly dating relationship was given by two alumni’s, Resident Assistants and Touring Teams have hosted two “Nights of Worship”, during midterms week curfew hours were extended until one in the morning, and additional study areas were made available. One goal for this month is to encourage study groups on campus.

Intentionally Establish Relationships with Residents

I have intentionally met with seven students to develop relationships, encourage, and pray for them. This month, I will provide a sign-up sheet outside of the Residence office for students who want to meet with me.

Challenges

Provided consistent training for the Leadership team, revise KPI’s, Residence surveys, revise Resident Assistants job applications, stay within the five hundred dollar budget per semester that we have been given and fundraise for the Residence Department.
LATS: Dennis Rivera

2014-2015 Strategic Goals

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

Healthy growth in the studies of LATS extensions

Currently, there are 17 extensions operating of which 12 are located in California, 1 in Colorado, 1 in Nevada, 1 in Texas, and 3 in Mexico. The plan is to increase by 25% in the existing extensions by Fall Semester 2015. Expand in the state of Texas, California, and Mexico. This coming month LATS will promote in the state of Texas during the week of November 10-15 in three bible institutes in Dallas and Brownsville.

Improve the academic quality of each LATS extension

It has been brought to our attention the grade reports that professors submit which reveals that the school performance is polarized. A great number of our students are doing excellent in their studies while there is another group of students are who have poor school performance. An evaluation form will be implemented to help us better identify the educational process in each study from the perspective of teaching; recognize the strengths and weaknesses of learning. We hope to get these forms at 100% at the end of the current school year.

Programming courses, coordinating professors, dates, and places per trimester.

Courses for Fall Semester 2014 have been programmed in the opened extensions. In this quarter the center in San Diego has been reactivated. The extension in West Covina is not active due to lack of students. Several of those students enrolled in West Covina graduated this year. The plan is to recruit students in West Covina Extension and possibly move our location. The church where West Covina is currently located will not be renting the facilities.
Dining Commons: Miguel Munoz

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

Progress/ Challenges/Opportunities

1. Little by little we are progressing in the cafeteria with the goal to have a health department come in for an inspection. Different things have been added to the kitchen that will help to reach health codes standards. Maintenance is working on getting window screens next to the stove, fryer, and working stations. This will prevent dirt, grass, or any flying objects such as insects from going into the kitchen and falling on the food and preparing area. Within this month, the hand washing sink has been added. This is a great achievement because it will help prevent cross contamination such as; salmonella found in raw chicken. In addition, a new faucet under the sink was added. This new faucet is directly connected to the hot water and will help keep our floors cleaner because they will now be washed instead of just mopped.

2. Dr. Harris started a fundraiser for the kitchen uniforms. The purpose is to make the kitchen staff look professional, elegant, and uniformed. A plus to this is it will also help for Health Department inspection.

4. The last goal is to create a bigger area inside the cafeteria for more people to eat comfortably. The only improvement to this goal is that it is now a topic of discussion. The plan is to take out the division towards the back of the dining area. The Old Hebrews area can be use and will be able sit 50 more people, making the capacity to 170 people in the dining room.
A. SGA Scholarship Proposal
B. SGA Internship for Spring 2015
C. Revising Hebrew’s Café

**Key Performance Indicators**

A. A written proposal has been written and is currently awaiting approval from advisor.
B. Process of formulating an Internship Article to the SGA Constitution.
C. We have analyzed product sales and began a process of formulating proper forms.

**Challenges**

A. Insufficient funds to provide for this scholarship.
B. Low on-campus enrollment.
C. Providing customers with an alternative method of payment.

**General Update**

On August 10-12\textsuperscript{th}, the SGA underwent three-day training with student department leaders. SGA assisted in Registration, Orientation, “Open Mic,” Spirit Week, and Beach day. SGA will soon take on College Days & Youth Convention. Future events are: Missouri Leadership Conference and the annual Christmas Banquet.

**Budget Progress**

2013-2014 SGA left us with a balance of $200.00. Initially, we invested $62.15 for merchandise and used $40.00 as petty cash for Hebrews. Our estimated biweekly income ranges from $300 to $400; we use $250 for restocking. From that limited income, we have to provide room and board for the 45 registered students for convention. SGA has begun brainstorming for fundraising ideas to help facilitate this cost.

Report by: Janette Aguilar

Revised: P. Sanchez 10/29/14  
November 2014 LABI Campus Report
Strategic Agenda
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LABI College (LABI)

Strategic Agenda

Since 1926, LABI-CA has equipped young men and women for leadership in the Latino churches by providing biblical, theological, and ministerial training. Reflecting the needs of a multicultural population, today instruction is offered in both English and Spanish, thus providing a setting conducive to the development of an effective multicultural ministry. The Institute’s curriculum focuses on the bilingual and bicultural preparation of men and women who have a calling from God to enter into either full-time ministry, church leadership, or pursue higher education.

History

Latin American Bible Institute holds the distinction of being one of the oldest Hispanic educational institutions in the United States. On October 1, 1926, Miss Alice E. Luce, a former Anglican missionary, joined with Ralph and Richard Williams and founded Latin American Bible Institute in San Diego, California, in conjunction with (then) Glad Tidings Bible Institute. Her vision and determination for a Hispanic Bible school has remained an underlying factor in the success of LABI-CA. Experiencing a time of growth, the institute moved in 1935 from San Diego to nearby La Mesa, California, and then again in 1941 to Los Angeles. As more students enrolled for ministerial training, overcrowded conditions made it imperative to find larger facilities. Land was purchased in La Puente, California, site of the present facilities, and by 1950 the school graduated its first class here.

Mission Statement

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

Vision

To be a 21st Century Pentecostal school where students matter, ministry is emphasized, the Spirit is emphasized, teachers care, gifts are developed, theory and hands on meet, curriculum is delivered through non-traditional methods, and where classes are accessible through virtual classroom, online resources, and extensions.

Goals

Academic - Students will develop a biblical and theological foundation from a Pentecostal perspective.

Intellectual - Students will gain critical thinking and effective communication skills that will enable them to articulate the Christian faith in the church, academy, and society.

Spiritual formation - Students will experience biblical spiritual formation practices that will form their character in Christ and assist them in discovering their call for the ministry.
Service - Students will learn a biblically-based servant style of leadership and develop competency in ministry skills that will prepare them for credentials with the Assemblies of God.

**Values**

Truth - Pursuing truth and a biblical foundation through academic learning.

Service - Experiencing servant leadership through ministerial and professional opportunities that develop gifts for service.

Culture - Commitment to cultural integrity and embracing diverse ethnicities.

Character - Developing Christ-like identity, habits, gifts, and cultivating a love for others.

**The Development of the Strategic Agenda**

In September 2014, the campus began a comprehensive process to develop a strategic agenda that will be used as the driving force behind all planning, assessment and institutional effectiveness processes. A consultant was brought on to assist the campus and begin a development process. In early October a planning workshop occurred and the campus developed five strategic Goals (detailed in this Strategic Agenda), as well as a comprehensive list of Key Performance Indicators (KPIs) to be used for performance evaluation and assessment (Exhibit A). A complete list of attendees is attached (Exhibit B). Following the workshop, the strategic agenda was drafted, champions were assigned, timelines were set and action steps were detailed. Additionally, areas and departments were identified to create Annual Plans and Continuous Improvement documents based on the Strategic Agenda and following a 12-step assessment and planning loop that links all activities to the budget (Exhibit C). Once completed the plan was reviewed by campus administration and forwarded to the Board for final approval and endorsement. The following is the final strategic agenda as approved and endorsed by all campus constituents.
**Goal 1: New Programs/Diversify Revenue**

Define, articulate and implement a strategy for developing new programs and ensuring program sustainability and structure. Additionally, use new programs to assist in diversifying revenue streams for the college.

**Objective 1.1 – Investigate new program offerings**

**Champion:** Rudy Estrada  
**Timeline:** 6 months

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<th>Budget</th>
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<tr>
<td>New Programs Committee (NPC) begin meeting</td>
<td>1 month</td>
<td>$300.00 surveymonkey</td>
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<td>NPC develops a plan for developing new programs</td>
<td>1 month</td>
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<tr>
<td>Plan disseminated for feedback to campus constituents</td>
<td>1 month</td>
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<td>New programs decided</td>
<td>1 month</td>
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<tr>
<td>Meeting with marketing and recruitment</td>
<td>2 weeks</td>
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**Objective 1.2 – Develop new programs that align with the LABI mission**

**Champion:** Rudy Estrada  
**Timeline:** 1 year

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<tr>
<td>NPC presents program options to constituents</td>
<td>1 month</td>
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<td>Faculty Chairs/Champions identified</td>
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<td>Curriculum developed</td>
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<td>Faculty release time or hire a content expert</td>
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<td>Marketing developed</td>
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<td>Recruitment plan developed</td>
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**Objective 1.3 – Implement and deliver new programs**

**Champion:** Rudy Estrada  
**Timeline:** 1-3 years

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<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine go-no-go # (ROI)</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Application and registration process</td>
<td>1-3 months</td>
<td>Online 50 students = $500</td>
</tr>
<tr>
<td>Financial processes</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Facilities preparation</td>
<td>1 month</td>
<td>$100.00</td>
</tr>
<tr>
<td>Action</td>
<td>Time/Date</td>
<td>Budget</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>Academic Administration in place (office hours and support)</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Determine start date(s)</td>
<td>3 months</td>
<td></td>
</tr>
<tr>
<td>Deliver new program(s)</td>
<td>1-3 years</td>
<td></td>
</tr>
</tbody>
</table>

**Objective 1.4** – Assess and refine new programs for sustainability  
**Champion:** Rudy Estrada  
**Timeline:** 1.5-4 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin program review</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Student Satisfaction data obtained</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Determine areas of improvement</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Make curriculum, recruitment or marketing changes</td>
<td>3-6 months</td>
<td></td>
</tr>
<tr>
<td>Re-implement</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Annual Assessment loop/program review</td>
<td>Annual process</td>
<td></td>
</tr>
</tbody>
</table>
**Goal 2: Processes and procedures/staff development**

Further develop and implement solid, functioning and complete policies, processes and procedures for ensuring success. Additionally, invest in the development of human resources to assist staff and faculty in achieving professional goals that will further the mission of LABI.

**Objective 2.1** – Determine current policies and procedures and identify areas of weakness

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify department/area lead to begin reviewing current policies and procedures</td>
<td>2 weeks</td>
<td></td>
</tr>
<tr>
<td>Leads begin review</td>
<td>1 - months</td>
<td></td>
</tr>
<tr>
<td>Leads report back on current policies, lacking policies, and plan for developing what is needed</td>
<td>1-2 months</td>
<td></td>
</tr>
</tbody>
</table>

Champion: Marty Harris
Timeline: 6 months

**Objective 2.2** – Develop missing policies and procedures based on defined weaknesses

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leads work with Champion to strengthen current policies</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Leads work with Champion to develop new and needed policies</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Approval obtained for all policies and procedures by campus constituents</td>
<td>1 – 2 months</td>
<td></td>
</tr>
</tbody>
</table>

Champion: Marty Harris
Timeline: 1 year

**Objective 2.3** – Implement all policies and procedures. Train all staff, administrators and relevant campus constituents on all implemented policies and procedures to ensure cohesiveness

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus dissemination and development/training on all newly developed and approved policies and procedures</td>
<td>1 – 2 months</td>
<td>Hospitality $200</td>
</tr>
</tbody>
</table>
Implement all new policies and procedures campus wide | 1-3 months
---|---
Annual review process for all policies and procedures implemented | 6 months

**Objective 2.4** – Invest in developing current staff as appropriate  
**Champion:** Marty Harris  
**Timeline:** 6 months - ongoing

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify specific areas of development for staff</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Determine appropriate development activities (i.e., conferences, webinars, etc.)</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Develop timeline and priority for development activities</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Begin annual activities to further develop current staff</td>
<td>6 months - ongoing</td>
<td>Dependent upon activity, minimum budget needed as approximately $2500</td>
</tr>
</tbody>
</table>

**Objective 2.5** – Invest in hiring additional needed positions (as finances allow) to alleviate some strain from current staff and for future expansion (examples: IR, Advancement, and Student Services)  
**Champion:** Marty Harris  
**Timeline:** 1-2 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify specific areas needed for expansion (new departments as growth allows)</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Determine specific positions to hire area experts (as growth allows, i.e. IR, Financial Aid, Advancement, Student Services)</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Develop timeline and priority list for expansion and new hires</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Obtain approval (based on finances) for new hires list</td>
<td>6 months – 1 year</td>
<td></td>
</tr>
<tr>
<td>Begin department expansion and new hiring process</td>
<td>1-2 years</td>
<td>Dependent upon financial solvency</td>
</tr>
</tbody>
</table>
**Goal 3: Accreditation**

*Obtain accreditation through the Association for Biblical Higher Education (ABHE) and seek regional accreditation with the Western Association of Schools, Colleges and University Commission (WASCUC).*

**Objective 3.1** – Complete the ABHE process for accreditation and successfully obtain approval

**Champion:** Rudy Estrada  
**Timeline:** 2 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and Submit ABHE Progress Report</td>
<td>11/1/14</td>
<td></td>
</tr>
<tr>
<td>Initiate Accreditation Standing Committees</td>
<td>11/1/14</td>
<td></td>
</tr>
<tr>
<td>Write Self-Study</td>
<td>1 year</td>
<td>Annual Dues $1500</td>
</tr>
<tr>
<td>Submit Self-Study</td>
<td>11/1/15</td>
<td></td>
</tr>
<tr>
<td>Prepare for Evaluation Team site visit (ETV)</td>
<td>1 year (SP 2016)</td>
<td></td>
</tr>
<tr>
<td>Host Site Visit</td>
<td>SP 2016</td>
<td>Dependent upon # of visitors and their travel needs $5000-$7000.</td>
</tr>
<tr>
<td>Prepare and submit ETV response</td>
<td>SP 2016</td>
<td></td>
</tr>
</tbody>
</table>

**Objective 3.2** – Begin initial conversations with WASCUC and apply for candidacy

**Champion:** Rudy Estrada  
**Timeline:** 2 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial conversation with Richard Osborne &amp; Marty Harris</td>
<td>10/28</td>
<td></td>
</tr>
<tr>
<td>Accreditation committees determined</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Begin Candidacy process</td>
<td>2 year – after ABHE</td>
<td>Application $1500 (plus annual fee per FTE)</td>
</tr>
</tbody>
</table>

**Objective 3.3** – Obtain full accreditation through WASCUC

**Champion:** Rudy Estrada  
**Timeline:** 5 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study WASC process for obtaining accreditation</td>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td>Draft Candidacy Self-Study</td>
<td>1-2 years</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Duration</td>
<td>Fee Description</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Submit for Candidacy</td>
<td>1 month</td>
<td>$1500 WASC Fees (will need to determine current fees when ready for submission)</td>
</tr>
<tr>
<td>External review</td>
<td>6 months</td>
<td>$500 WASC Fees (will need to determine current fees when ready for submission)</td>
</tr>
<tr>
<td>Site Visit</td>
<td>1 month</td>
<td>Dependent upon # of visitors and their travel needs $5000-$7000.</td>
</tr>
<tr>
<td>Annual Process begins once candidacy received</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Submit Capacity and EER Self-Study</td>
<td>1-3 years</td>
<td>$2000 WASC Fees (will need to determine current fees when ready for submission)</td>
</tr>
<tr>
<td>External review</td>
<td>6 months</td>
<td>$500 WASC Fees (will need to determine current fees when ready for submission)</td>
</tr>
<tr>
<td>Site Visit</td>
<td>1 month</td>
<td>Dependent upon # of visitors and their travel needs $5000-$7000.</td>
</tr>
<tr>
<td>Final Review and accreditation achieved</td>
<td>6 months</td>
<td></td>
</tr>
</tbody>
</table>
**Goal 4: Enrollment/Solvency**

*Develop and affirm a clear student recruitment and retention program to ensure stable enrollments and financial solvency.*

**Objective 4.1** – Clearly articulate recruitment and retention plans  
**Champion:** Eli Vega  
**Timeline:** 6 months - 1 year

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulate a recruitment and retention committee</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Discuss “quality vs. quantity”</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Review and clarify application process</td>
<td>1-2 months</td>
<td></td>
</tr>
<tr>
<td>Formulate a Scholarship Committee</td>
<td>1 month</td>
<td>Offer Scholarships/Incentives for retention ($1500 off last term) – would need to budget for this in advance.</td>
</tr>
<tr>
<td>Develop a clear student recruitment check off list</td>
<td>1-2 months</td>
<td></td>
</tr>
<tr>
<td>Develop a clear retention program with Academics to ensure stable enrollment</td>
<td>1-6 months</td>
<td></td>
</tr>
</tbody>
</table>

**Objective 4.2** – Develop detailed enrollment goals and plan for achieving  
**Champion:** Eli Vega  
**Timeline:** 6 months

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set realistic enrollment goals for each program (current and new)</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Use new check off list to screen students</td>
<td>1-2 months</td>
<td></td>
</tr>
<tr>
<td>Recruitment and retention committee screenings initiated</td>
<td>1-2 months</td>
<td></td>
</tr>
<tr>
<td>Schedule and promote guest visits</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Ensure the best possible follow up and customer service</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Use best practices to deliver quality Orientation program</td>
<td>1-3 months</td>
<td></td>
</tr>
<tr>
<td>Further expose the campus by offering event driven programs</td>
<td>1-6 months</td>
<td>New events $2500</td>
</tr>
</tbody>
</table>

**Objective 4.3** – Work closely with Academics and Marketing to develop realistic goals for new program recruitment
Champion: Eli Vega  
Timeline: 1-3 years

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment and Retention committee develop realistic goals for program recruitment</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Solicit faculty assistance in recruitment activities</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Work closely with Academic and Marketing to determine media needs for recruitment</td>
<td>1-6 months</td>
<td></td>
</tr>
</tbody>
</table>
| Design and personalize engaging print media and electronic media       | 1-12 months  | Constant Contact $1000/yr  
Invision $10,000/2 years – would reduce the Marketing budget. |
| Use new promotional materials to recruit                              | 1 year - ongoing |                                             |
Goal 5: Facilities

Develop and provide facilities management with the direction required to coordinate resources and efforts to assist the college in meeting its goals.

Objective 5.1 – Develop a Facilities Master Plan

Champion: Ruben Mora
Timeline: 1 year

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigate best practices in developing a Facilities Master Plan (FMP)</td>
<td>1 month</td>
<td>Unknown, budget will be a part of the final FMP</td>
</tr>
<tr>
<td>Begin working with campus constituents to develop a master plan</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Look at areas for improvements</td>
<td>1-6 months</td>
<td></td>
</tr>
<tr>
<td>Develop concrete plan that incorporates: vision, growth, current issues, funding sources, bid process, priority list</td>
<td>1-9 months</td>
<td></td>
</tr>
<tr>
<td>Present plan for approval</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Implement approved plan based on funding</td>
<td>1-12 months</td>
<td></td>
</tr>
</tbody>
</table>

Objective 5.2 – Investigate potential capital projects

Champion: Ruben Mora
Timeline: 1 year - ongoing

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulate a Capitol Campaigns Committee</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Committee begin to work from FMP to determine areas for fundraising</td>
<td>1-6 months (after FMP complete)</td>
<td></td>
</tr>
<tr>
<td>Investigate funding processes</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Identify priorities for campaigns</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Identify campaign champions</td>
<td>1 months</td>
<td></td>
</tr>
<tr>
<td>Develop marketing materials for any approved campaigns</td>
<td>6 months</td>
<td>Approximately $4000</td>
</tr>
</tbody>
</table>

Objective 5.3 – Address deferred maintenance

Champion: Ruben Mora
Timeline: 6 months

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link deferred maintenance to the FMP</td>
<td>1 month (once FMP is complete)</td>
<td></td>
</tr>
</tbody>
</table>
Next Steps:

A. Cabinet and other stakeholders review and supply feedback
B. Final modifications (Fields based on feedback)
C. Begin Loop process with Annual Plans (detailed above) and FCIs (detailed above)
D. Final approval
E. Implementation
F. Marketing set up webpage for planning
G. Begin New Budget Process Development
Exhibits

Exhibit A – Key Performance Indicators (KPIs) – developed at the workshop
Exhibit B – Complete List of Workshop Participants
Exhibit C – Assessment and Planning Loop

Diagram:

- LAB Mission
- Strategic Plan (Programmatic & Institutional)
- Establish KPIs
- Development of Action Oriented Goals and Measurable Objectives
- Annual Plan
- Focus on Continuous Improvement (Program & Department)
- Budget Process (linked to FCs)
- Execution of Plans
- Mid-year Review and Modifications of Plans
- Budget Reviews (Monthly)
- Champion Reviews (Monthly)
- Final Evaluation of Plans (Annual Planning Report & Symposium)
Cabinet Meeting Agenda  
Tuesday, October 7, 2014

I. Welcome

II. Devotional and Prayer

III. Approve Minutes

IV. Department Updates

a. Steve Pinto (Pastoral House)

b. Rudy Estrada (Academic Office)

c. Jessica Estrada (Media and Communications)
   1. Flyer for new excel
   2. Business Cards
   3. Newsletters
   4. Apparel
   5. Inauguration
   6. Name Badge

d. Eli Vega (Admissions)

e. Robert Cerda (Facilities/ Student Affairs)
   1. Vehicle Request Form
   2. Liability Policies
   3. Family Educational Rights and Privacy Act (FERPA)
   4. Student Leadership Conference
   5. Informal Campus- Survey

f. Ruben Mora (Business)

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, October 14, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office
   1. Goals
   2. Display Schedule on Door
   3. Confidentiality Forms

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates
   1. Steve Pinto (Pastoral House)
   2. Rudy Estrada (Academic Office)
   3. Jessica Estrada (Media and Communications)
   4. Eli Vega (Admissions)
   5. Ruben Mora (Business)
   6. Robert Cerda (Facilities/ Student Affairs)
   7. Priscilla Sanchez (President’s Office)
      a. Hours/ Employee Time Sheets

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.
Cabinet Meeting Agenda  
Tuesday, October 21, 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. Jessica Estrada (Media and Communications)
   3. Eli Vega (Admissions)
   4. Ruben Mora (Business)
   5. Robert Cerda (Facilities/ Student Affairs)
   6. 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.
Cabinet Meeting Agenda
Tuesday, October 28, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

7. Steve Pinto (Pastoral House)
8. Eli Vega (Admissions)
9. Robert Cerda (Facilities/ Student Affairs)
10. Priscilla Sanchez (President’s Office)

VII. Other
Cabinet Meeting Minutes
Tuesday, October 7, 2014

ATTENDANCE

• Present: M. Harris, R. Cerda, J. Estrada, R. Estrada, 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

UPDATES FROM THE PRESIDENT

• Dr. Harris mentions that Dr. Fields will be coming in today; Dr. Harris asked Dr. Jay for permission regarding Bethany; president explains the KPI process
• Cabinet meetings will begin at 8:45am beginning next Tuesday, October 14

UPDATES

• Steve Pinto (Pastoral House) asks for clarification of KPI’s
• Ruben Mora (Business) presents the recent financial information
• Rudy Estrada (Academic Office) explains the committee team packets for accreditation
• Jessica Estrada (Media and Communications) present the updated ExCEL flyer
• Eli Vega (Admissions) presents the College Days schedule
• Robert Cerda (Facilities/ Student Affairs) shares that SGA led a survey and that 2 SGA members will be going to a leadership conference

CLOSURE

• Cabinet is dismissed after meeting is over
Cabinet Meeting Minutes
Tuesday, October 14, 2014

ATTENDANCE: 8:45 AM

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

DEVOTIONAL AND PRAYER

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

MINUTES

- Minutes were approved after changes are made

UPDATES FROM THE PRESIDENT’S OFFICE

- Priscilla informs Cabinet that Dr. Harris is not feeling well. Reports are due next Tuesday, October 21, 2014. Also, send Priscilla the templates for the schedules.

UPDATES

- Steve Pinto (Pastoral House) gave no update
- Rudy Estrada (Academic Office) gave no update
- Jessica Estrada updated Cabinet with ExCEL program, website and inauguration information
- Eli Vega (Admissions) recommends a diploma application and Rudy explains the process and details needed for such application. An idea is to catalog all applications and handbooks together. Idea: LABI banquet at convention.
- Robert Cerda (Facilities/ Student Affairs) informs us that he needs to update training for van. Gym guidelines were emailed to Dr. Harris.

CLOSURE: 9:42 AM

- Staff is dismissed after meeting is over
Staff Meeting Agenda
Tuesday, October 7, 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. Steve Valdez (Library)
4. Jessica Estrada (Media and Communications)
5. Eli Vega (Admissions)
6. Sandra Cerda (Residence Life)
7. Robert Cerda (Facilities/ Student Affairs)
8. Denis Rivera (LATS)
9. Jose Luis Saavedra (Extensions)
10. Priscilla Sanchez (President’s Office)

VII. Other
Staff Meeting Agenda
Tuesday, October 14, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office
   a. Goals (Submit to Priscilla)
   b. Display Schedule in Your Office
   c. Confidentiality Forms (Submit to Priscilla)

IV. Approve Minutes

V. Praise Reports/Prayer

VI. Department Updates

   11. Steve Pinto (Pastoral House)
   12. Rudy Estrada (Academic Office)
   13. Steve Valdez (Library)
   14. Jessica Estrada (Media and Communications)
   15. Eli Vega (Admissions)
   16. Daniel Maya (Admissions)
   17. Sandra Cerda (Residence Life)
   18. Robert Cerda (Facilities/Student Affairs)
   19. Denis Rivera (LATS)
   20. Jose Luis Saavedra (Extensions)
   21. Priscilla Sanchez (President’s Office)
      a. Employee Time Sheets

VII. Other
Staff Meeting Agenda  
Tuesday, October 21, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

22. Steve Pinto (Pastoral House)
23. Rudy Estrada (Academic Office)
24. Steve Valdez (Library)
25. Jessica Estrada (Media and Communications)
26. Eli Vega (Admissions)
27. Sandra Cerda (Residence Life)
28. Robert Cerda (Facilities/ Student Affairs)
29. Denis Rivera (LATS)
30. Jose Luis Saavedra (Extensions)
31. Priscilla Sanchez (President’s Office)

VII. Other

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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, October 7, 2014

ATTENDANCE

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

DEVOTIONAL AND PRAYER

• Pastor Steve shares a devotional and prays over staff

UPDATES FROM THE PRESIDENT

• Dr. Harris updates us on the Bethany Project, Dr. Fields accreditation draft, Ruben’s budget, and the ExCEL program information
• Weekly schedules should be added outside your office
• Reports must be submitted by October 21 to Priscilla

MINUTES

• Minutes were approved after minor corrections

UPDATES

• Steve Pinto (Pastoral House) informs us of the interpreter group led by Valerie Miranda
• Rudy Estrada (Academic Office) explains in detail the new ExCEL program
• Steve Valdez (Library) updates us on LABI attendance
• Jessica Estrada (Media) shares with us updates on new materials and inauguration details
• Eli Vega (Admissions) presents the College Days schedule
• Sandra Cerda (Residence Life) announces student life events to the staff
• Robert Cerda (Facilities/ Student Affairs) updates us on liability and policy progress and student leadership events
• Denis Rivera (LATS) informs of a possibility of a new extension in Oaxaca and Arkansas
• Jose Luis Saavedra (Extensions) announces that the online classes began yesterday
• Priscilla Sanchez (President’s Office) congratulates staff for signing in the Front Office

STAFF TREATS

• Robert shared a treat today
• Next week, Jessica will share a treat with the staff

CLOSURE

• Staff is dismissed after meeting is over
Staff Meeting Minutes  
Tuesday, October 14, 2014

ATTENDANCE- 10:18AM

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

DEVOTIONAL AND PRAYER

- Pastor Steve shares a devotional and prays over the staff

MINUTES

- Minutes were approved

UPDATES

- Steve Pinto (Pastoral House) announced that the first *all bilingual* chapel was given last Wednesday.
- Rudy Estrada (Academic Office) mentions that midterms were given last week.
- Sara Lopez (Registrar) informs staff that surveys were given to students after midterms.
- Steve Valdez (Library) proudly announces that Think Tank was very successful last night.
- Jessica Estrada (Media and Communications) has confirmed the inauguration date to December 3, 2014 at 10:00 am. She also introduces the updated ExCEL flyer.
- Eli Vega (Admissions) began recruiting with a new technique by making everything personal with prospect students.
- Daniel Maya (Admissions) is working on Populi application. There are 20 applicant for College Days.
- Sandra Cerda (Residence Life) shares that the movie night last Saturday went great. Sandra announces that there is an Ignite event this Thursday night in chapel
- Robert Cerda (Facilities/ Student Affairs) reports that policies and procedures are to be finalized
- Denis Rivera (LATS) updates staff on BA possibilities in Texas
- Jose Luis Saavedra (Extensions) announces that online classes began
- Priscilla Sanchez (President’s Office) continue to sign in
  - Ruben: Clock in and out in to the closest 0, 15, 30, or 45 minute of the hour
  - Ruben mentions that computers that need fixing will be fixed

CLOSURE- 11:13AM

- Staff is dismissed after meeting is over
Staff Meeting Minutes  
Tuesday, October 21, 2014

ATTENDANCE- 10:17 AM

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

DEVOTIONAL AND PRAYER

• Pastor Steve shares a devotional and prays over the staff

UPDATES FROM PRESIDENT’S OFFICE

• Dr. Harris updates staff with info: proposal for Bethany Project is to be approved, accreditation response is great; we are HACU qualified, monthly reports are due at 5pm. Dining commons check will be presented in chapel 10/22/14.

MINUTES

• Minutes are approved.

UPDATES

• Steve Pinto (Pastoral House) announces this week’s chapel speakers.
• Steve Valdez (Library) is creating weekly newsletters in the library.
• Jessica Estrada (Media and Communications) updates staff with promo material and inauguration information.
• Eli Vega (Admissions) updates staff with College Days applicant status and ExCEL interest.
• Sandra Cerda (Residence Life) shares upcoming event dates and awards.
• Robert Cerda (Facilities/ Student Affairs) informs staff that there may be a missionary staying in the dorms starting November 3; he updates us on information regarding the vehicle usage and gym approval.
• Denis Rivera (LATS) mentions that LATS is promoted in 3 institutes.
• Jose Luis Saavedra (Extensions) shares updates with the online classes.
• Priscilla Sanchez (President’s Office) announces that the new snack rotation has begun.

CLOSURE

• Staff is dismissed after meeting is over