



## LABI Campus Monthly Report: March 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.

**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: Marty Harris, PhD & Priscilla Sanchez

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For more information, comments, or recommendations please contact Priscilla Sanchez, Executive Editor for the LABI Campus Monthly Report office 626.968.1328 Ext. 3023 or email [psanchez@labi.edu](mailto:psanchez@labi.edu) .

# LABI Campus Monthly Report: March 2015

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

This month we have made great progress, preparing for our new ExCEL program, hosting the AG Alliance endorsement visit and other experiences. The results of our Alliance visit helped to solidify for us, officially that we are making progress at LABI. We received a full endorsement over the next five years as well as receiving many commendations and without any "stipulations." We also received a second foundation grant that will support some needed cafeteria repairs and improvements. We also purchased some new furniture, flat screen TV and other items to help spruce up our dorm lobby areas. We are also preparing for "College Days." Next month, we will host our full Board of Trustees meeting (April 8, 2015). There, I will be sharing many areas of progress we have achieved since the last board meeting (see below).

### Some General Progress Areas:

(1) Established clearer roles/responsibilities and developing the LABI leadership team, (2) Developed and Implemented an LABI Institutional Strategic Planning Process, (3) Continue to leverage Resources and Partnerships with other Colleges/Universities, (4) Student Writing Center at LABI launched, (5) Developing a budget cycle with the LABI leadership team/campus community, (6) Explore and Develop, needed and required policies for students, staff and faculty, (7) Hispanic Association of Colleges and Universities-Educational Affiliate status, (8) *Oddo Diner Project 2* grants (received and completed), (9) New Program Development Process for LABI/LATS Developing, (10) New Certificate Program Options through the LATS ExCEL program (May 2015), (11) Marketing and Recruitment Campaign for New Programs (Continuing), (12) Began discussions with accreditation exploration with WASC, (13) Northwest University Partnership Possibilities, (14) Prepared and submitted \$80,000 to support (4) Study Centers for campus, (15) \$2M capital campaign presented and supported by Board of Trustees, (16) Strategic tuition adjustment/increase plan supported by Board of Trustees, (17) Bylaws amended-extending greater authority/autonomy to the President's office, (18) ABHE (accreditation) progress reports/preparations completed, (19) Successful AG Alliance Report, Site visit and Response and (20) LABI Operational Value Statement Created

### Major Objectives for 2015-2016

1. Establish and LABI Foundation and related fund-raising initiatives.
2. Launch New ExCEL certificate programs.
3. Improve upon our Branding and Marketing.
4. Continue successfully with ABHE accreditation process
5. Strategic Tuition/Fee Plan Phase II launch (10% increase/consideration for fall 2015)
6. Continue to build our Board of Trustees Members with: Quality, Relevance and Impact
7. Build relationships with district churches and other churches aligned with our mission.

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

### Strategic Goals

- 1) We have been developing the Operating Manual. We have made considerable process lately. Goal is to have it ready for Dr. Bell's visit in April.
- 2) All Budget spreadsheets are in place with some minor adjustments pending.
- 3) We have been monitoring student accounts closely. Goal is to have debt ratio under 4% by the end of school year.

### Progress on Key Performance Indicators

- 1) Last semesters bad debt ratio is still at 4.8%. We keep working with students that did not return this semester. They are the ones that primarily owe the 4.8%.
- 2) Our expense to revenue indicator is at 102 percent. We have spent 2% more than we have brought in. Adjustments are being implemented to bring this threshold under 96% as recommended by ABHE standards.

### Challenges/Opportunities related to Strategic Goals

Biggest challenge is time allocation. There is a considerable work load. We are devising ways to bring back non-returning students. Manual development is a slow process.

#### 1) General Updates

The second cycle of student payments has passed. We are working closely with students that are financially challenged.

#### 2) Budget Progress

Final spreadsheets have been drafted for the Budget Process, minor adjustments pending. All departments have been charged to work through some "rough" budget estimates. These estimates will be reviewed and approved before our Board meeting in April.

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

### Accreditation

The Alliance for Higher Education of the Assemblies of God is conducting a review of LABI endorsement with the Assemblies of God on March 29-31. We are very glad to be welcoming Dr. Marilyn Abplanalp and Dr. David Moore to LABI during this visit. The update on the results of their visit will formally be presented to the General Council in June 2015; informally, we have been granted permission to reveal that LABI has met all the stipulations for full Assemblies of God endorsement.

### ExCEL Program/New Programs

Important information includes the launch of the Excel program. We are hosting an ExCEL Open House breakfast on Saturday, April 18. The breakfast is designed to recruit and provide prospect students with information about our certificates. The target start date for ExCEL is set 2 weeks after the Open House which is on Saturday, May 2, 2015.

### Faculty and Academics

Lastly, we are making plans for graduation this May 15-16. The faculty is making great strides in our assessment of the program and its objectives. We are making plans and sending out reminders to the students about their portfolio reviews that are going to occur in a couple of Fridays of this month. The results of the portfolios will give us important assessment information so that this summer the faculty can evaluate our program and curriculum. We are also planning to launch summer school in June 8<sup>th</sup> with new and exciting courses. This is the first time that we are doing summer school and are going to be testing the market to see if this can launch into a new residential option for our students. Much work is being done and faculty recruitment is beginning.

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

Report was not completed or submitted on time.

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

### 2014-2015 Strategic Goals

1. Promote College Days
2. Continue updating the website
3. Complete the annual yearbook

### Key Performance Indicators

Positive responses to College Days promotion items that are located on social media sites

### Challenges and Opportunities

Opportunity: Working with faculty, staff, and students on the yearbook.

General Update: On February 18<sup>th</sup>, alumni Josh Escandon joined the Marketing and Communications Department as a full-time intern. In late March, the Marketing Department was relocated to the Academic Building. Since College Days is rapidly approaching, the Marketing Department has worked in conjunction with the Enrollment Office to ensure that proper information is being dispersed to the community about the event. We created a website specifically for the event. We also created an opener video plus a series of photos which highlighted a countdown on all social media sites. We are currently wrapping up the annual yearbook, which is due to be sent for print on March 27. We now work along side with the student life leadership team and Student Government Association for guidance and approval on the project. To-date, the LABI website has been updated with several new pages that can be located under the “About Us” tab on the home page.

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

## 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 keeping up with the latest news at LABI.

### Challenges and Opportunities

Challenge: As I continue in my role as the Chief Communications Director, it's hard to juggle my normal day-to-day tasks and have a solid focus on alumni relations.

Opportunity: Having a dedicated alumni intern/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. Pastoral Manual: Writing a Spiritual Formation Manual in conjunction with the ABHE Accreditation Standard #8-Student Services.
2. Pastoral Budget for 2015/16: Established initial dialogues with CFO in conjunction with the collaborative budget process.
3. Spiritual Life Survey: In keeping with the LABI-CQI project and its goal of Cultivating a Culture of Assessment the office is establishing across-the-board Survey procedure.
4. Spanish/Bilingual Ministry: Searching for new Spanish Pastor.

### Key Performance Indicators:

1. Created a comprehensive outlined to initiate the collecting and organizing of data for the Pastoral Manual.
2. Met with Ruben Mora, CFO to establish an initial listing of budgetary items.
3. Attended three trainings by Dr. Marty on Cultivating a Culture of Assessment at LABI.

### Challenges or Opportunities:

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

General Updates: The pastoral house is setting standards for potential chapel speakers and establishing a reference list for a professional counseling reference.

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

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

### Strategic Goals

1. Organize and re-shelf the current library catalog.
2. Deep clean the library in preparation for the visitation of the Association for Biblical Higher Education organization in April.
3. Count all the books in the library and place books that need to be replaced by newer volumes.

Key Performance Indicators: Professor Vikram Peters has committed to help the library with spring cleaning. Three volunteer students have responded and committed to volunteering in the library spring cleaning.

Challenges: We filled our library storage bin with books and we do not have any volunteers to help sort through the volumes of resources that LABI College has.

General Updates: Think Tank sessions will continue Tuesday, March 31. On average the library hosts 11 students for each Think Tank session.

Budget Progress: No new purchases were made.

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

### 2015 Strategic Goals

1. Fall Class Recruitment
2. Enrollment office Modification
3. ExCEL
4. Spring College Days

Fall Class Recruitment: We are currently working with over 65 applicants who have shown a high interest in enrolling for this upcoming fall semester! More than half of them have a 30% completion rate and thus we anticipate a high response this fall semester 2015. Comparing these numbers to March of last year, we have increased 16 applications.

Enrollment Office Modification: The enrollment office has been charged with a new location centralized in the middle of the main administration building and thus offering more adequate spacing and support. New, daily follow up meetings have been implemented with the school president to strengthen our communication and job efforts. The annual budget has been approved by both the CFO and CEO and has been carefully put into practice. In addition to regulatory office work, other reports are being developed such as the ABHE E.E. Responds, AG Alliance for Higher Education report, and in house CQI's are scheduled to be completed on specific deadlines.

ExCEL Program: In addition to the constant phone calls, emails and social media ads, we will be hosting an open house on April 18 to all prospective students and guests who would like to know more about the Excel program. We continue to work hard to recruit our first Excel cohort and hope to launch this program by April or May of this year.

College Days: We are constantly promoting, and advertising on social media to increase our chances of receiving a great response from our prospective audience. Department programs have been designed and added to a general student schedule which has been formulated and will be advised at the end of this March.

## LABI Registrar Report: Sara Lopez, Registrar

### Updates

As the Registrar I am able to guide students in the transferring process to a university. I am honored to see students begin their time here at LABI College and witness their growth and maturity. I guide students through their application process, provide FAFSA information, and assist students with letters of references. Undergraduate schools reach out to me to acquire information about the student's GPA and academic performance. I make myself available to students, faculty, and admission recruiters to assist in any way I can.

In addition, this month I was able to meet with faculty members to discuss possible program schedules for our upcoming College Days. Our discussion consisted of brainstorming, and strategic planning. Also, along with faculty members and the Chief Academic Officer, we were able to discuss the ABHE Academic Standards. Each member has been assigned to a given portion and further planning and discussion will occur.

### Graduation Process

As we approach graduation, I assist the Chief Academic Officer in the process; elements include but are not limited to: student applications, transcript evaluations, communication about application deadlines and dates. The graduation applications were due on February 27; however, students were not submitting their applications because they did not have their payments. This issue became an opportunity for the academic department to communicate efficiently with our students and to not postpone the deadline; we gave the students the opportunity to make payments throughout the semester. Currently, we are evaluating the units of the possible graduates and continuing planning. In addition, caps and gowns were ordered by the beginning of March.

## 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

Training for residence assistants: On February 28, the leadership team enjoyed an outing to the Getty Museum in Los Angeles, California where they were exposed to European paintings, drawings, sculpture, illuminated manuscripts, decorative arts, and photography. In addition, on March 2, we had a specialist on eating disorders who came to educate the team on different eating disorders, the signs and symptoms, medical complications and how to talk to someone about eating disorders.

Provide student activities to promote spiritual, social and academic goals: During chapel service on February 25, ten students were publically recognized for demonstrating excellence in their servant leadership responsibilities; also, "Clean Rooms" were recognized and received a pizza party that evening. On February 26 the women and the men gathered separately as the RA's shared a devotional; however, the ladies ended the evening with a trip to the ice cream store. To support our students during their midterms, one classroom was used as an additional study area and curfew was extended. In addition, we have conducted two "Outlet" services and have invited on and off campus students to participate in the service. We also conducted an emergency evacuation drill on March 18.

Challenges: The budget, dorm furniture, professional development, additional study space, and adequate recreational areas are major challenges in the residence life department.

## 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

In this spring quarter (April-June) we will have three new LATS study centers in operation: 1) Durango, Mexico. 2) Los Angeles, California and 3) Pomona, California. We are projecting to have 40 new students in the three extensions combined. Also, we are working to establish another two centers in Mexico: one in Oaxaca and the other in Puebla. I recently spoke with the presbyter and director of the Bible institute, Rev. Ibonne Tepale, in Puebla, to explore this possibility for the graduated students.

### Challenges and Opportunities

We are currently verifying eight candidates to complete their academic units for ThB level in order for them participate in this upcoming graduation in La Puente. We are also anticipating an extension graduation in Ciudad Juarez, Chihuahua in August of this year.

### General update

We are going to evaluate our *modus operandi* through the implementation of a survey among the students, pastors, teachers, etc. The purpose is to improve the way we are operating.

### 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 2015 academic calendar.
2. Promote the opening of new LABI Extensions.
3. Promote the development of the project of online classes.

### Progress of Strategic Objectives

1. We are in the process of concluding the first quarter of the 2015 academic calendar. A total of forty-seven centers are operating, having registered a total of approximately 970 students.
2. In the current year, two new extensions have opened: East Los Angeles in the Príncipe de Paz Church, with 20 new students registered and Tijuana, Baja California in the Amistad Cristiana Church, with 40 new students registered. In the month of April, the opening of the extension in the city of Victorville will begin.
3. The development of the first quarter of the online classes is in progress. A total of 40 students are registered: Georgia 1, Washington 2, California 19, Wyoming 2, Arizona 1, Chihuahua 10, Mexicali 3, Durango 1, Guadalajara 1. The goal for 2015 is to register 200 new students.

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

### Goals

1. To have the Health Department rate our cafeteria.
2. To have a fire suppressor system on the hood fan extractor.
3. To fix the steam table (serving table).

### Progress/ Challenges/Opportunities

We are still in process to have the architect come and help us create blue prints for our building.

Challenges: We will need to provide training for the students and staff on how to manage food and how to prepare it with out having cross contaminations and avoiding getting people sick.

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

1. A fire marshal asked for us to have a fire suppressor system installed, in case there is any fire in the kitchen (cooking area), we will have an automatic system that will engage as soon as the fire touches the sensors.

Opportunities: With this, the kitchen will be under the Fire Department code in case of any accidents.

2. We will like to have the table working properly, in order for the food to be served at the right temperatures.

Challenges: Finding someone to fix it; our campus maintenance team is not well trained on electricity.

Opportunities: Keeping food at right temperatures all the time.



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

### 2015 Strategic Goals

1. SGA Scholarship Proposal.
2. Elect the new 2015-2016 SGA Team.
3. SGA 2014-2015 Legacy Mark.

### Key Performance Indicators

1. The proposal for an SGA scholarship has been reviewed and has been considered for some time. SGA has been informed that the scholarship will be available for the following school year beginning with the new SGA team for 2014-2015.
2. The time has come for our students to nominate and elect the new SGA team that will come into office for the 2015-2016 academic school year. Nominations have already taken place and final elections will be conducted next week.
3. We are currently working on brainstorming and planning out ideas for our SGA 2014-2015 legacy mark to leave behind as part of our gift back to LABI.

### Challenges

1. Determining who will be able to receive the scholarship out of the team.
2. Making sure every student participates in casting their vote.
3. Insufficient Funds

General Update: SGA is currently focusing on the process of electing the new SGA team for the upcoming school year. By the end of next week, ballots will be counted and we should have the official new team. We are currently working hand in hand with the residence team to plan out and coordinate our role in College Days.

Budget Progress: SGA is clear of all debts with the financial office.

## 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:* With four workshops under our “belt”, we are preparing for one more on summarizing, containing 2 sessions. Fliers have been posted throughout campus. Many have utilized our updated online appointment process on Populi.

*Challenges or Opportunities:* Many students have begun making appointments only to break them. This is a great travesty to students who actually need the help, as appointment slots are few and highly critical for some assignments. A new penalty system is being developed to help students take their appointments more seriously.

*General Updates:* Olga, staff member, has finished translating 90% of Writing Center documents into Spanish. We hope to have a Spanish division of the Writing Center. in operation by the fall. Also, we've conducted an experiment testing the best day of the week to remind students of appointments, settling on three days before.

*Budget Progress:* A start-up budget proposal totaling \$1680.00 was approved on 3/18, although we expect to find great deals, allowing us to end up greatly under-budget.

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

### Strategic Goals

1. Develop open house plan
2. Create tasks for cabinet members

### Key Performance Indicators

1. Promote Open House
2. Promote ExCEL at Youth Summit and Impacto Juvenil

### General Updates

This month the focus was primarily on developing, coordinating and planning the ExCEL Open House which will take place April 18, 2015 from 9:30am- 11:00am. Once approved, I was able to begin an Open House campaign, promoting to all of our SPD Ministers, prospect students, and new inquires. Our Open House will consist of a Q&A panel to answer all of our prospect student questions, and also we will be offering scholarship opportunities for all who attend. In addition, in the month of March, I worked on revising contracts and major paper work for the ExCEL Program. We have set our launch date for May 2, 2015.

### Budget Progress

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

LABI College Facilities Report: Robert Cerda

Report was not completed or submitted on time.

# Cabinet Meeting Agenda

Tuesday, March 3, 2015

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

March	April	Month
3/2- 3/6 Midterms	4/3 Good Friday- No school	5/1 Senior Outing
3/9-3/13 Spring Break	4/9-4/11 College Days	5/6- 5/12 Finals
3/9-3/20 Rudy and Jessica out of the office	4/17 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service 5/16 Commencement

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

# Cabinet Meeting Agenda

Tuesday, March 10, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Updates from the President's Office
- IV. Approve Minutes
- V. Department Updates
  - 1. Robert Cerda (Facilities/ Student Affairs)
  - 2. Steve Pinto (Pastoral House)
    - a. Music ministry proposal
- VI. Other
- VII. Calendar

March	April	May
3/2- 3/6 Midterms	4/3 Good Friday- No school	5/1 Senior Outing
3/9-3/13 Spring Break	4/9-4/11 College Days	5/6- 5/12 Finals
3/9-3/20 Rudy and Jessica out of the office	4/17 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service 5/16 Commencement

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# Cabinet Meeting Agenda

Tuesday, March 17, 2015

- IX. Welcome (Sara)
- X. Praise Reports/ Prayer Requests
- XI. Devotional and Prayer
- XII. Approve Minutes
- XIII. Department Updates
  - 10. Robert Cerda (Facilities/ Student Affairs)
  - 11. Steve Pinto (Pastoral House)
  - 12. Rudy Estrada (Academic Office)
  - 13. Sara Lopez (Registrar)
  - 14. Jessica Estrada (Media and Communications)
  - 15. Gabriela Mora (ExCEL)
  - 16. Eli Vega (Admissions)
  - 17. Sandra Cerda (Residence)
  - 18. Priscilla Sanchez (President’s Office)
- XIV. Other
- XV. Calendar

March	April	May
3/9-3/20 Rudy and Jessica out of the office	4/3 Good Friday- No school	5/1 Senior Outing
	4/9-4/11 College Days	5/6- 5/12 Finals
3/18 Evacuation Drill	4/17 Portfolio Presentations	5/15 Baccalaureate Service
Olga Mejia’s Birthday	2-6pm	5/16 Commencement
	4/17 Dr. Bell visit ABHE	

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# Cabinet Meeting Agenda

Tuesday, March 24, 2015

No meeting was held.

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# Cabinet Meeting Minutes

Tuesday, March 31, 2015

No meeting was held.

# Cabinet Meeting Minutes

Tuesday, March 3, 2015

## **ATTENDANCE 8:15PM**

- 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: CQI lesson update and examples; study center proposal updates; self study plan email sent out; ABHE letter praise report; finance update; articulation agreement; new team member- Sandra Cerda; yearbook process; time sheets: motion to not have sign-in sheets- motion approved.

## **UPDATES**

- Robert Cerda: motion to move forward with Women's Fitness Class. Motion approved if added several items (Dr. Harris), official name "Women's Fitness Class"; WiFi (person will come in).
- Rudy Estrada: Dr. Belle will come April 17, 2015.
- Jessica Estrada: will be gone March 6- 20, intern Josh Escandon will be in charge.
- Sandra Cerda: facilities will be in use this Saturday.
- 

## **CLOSURE 10:15AM**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, March 10, 2015

## **ATTENDANCE 8:45AM**

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

## **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: update on the Cabinet regular meeting schedule; ABHE update.

## **UPDATES**

- Robert Cerda: chapel attendance/ student policies; Student Life Committee; Fire Drill 3/18; fire drill meeting 3/16.
- Steve Pinto: chapel speaker updates; music ministry proposal. Cabinet discusses the positive and negative outcome of having a music ministry and of reviewing the current student policies. No motion was established, as the proposal will be discussed again.

## **CLOSURE 10:18AM**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, March 17, 2015

## **ATTENDANCE 8:48AM**

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

## **DEVOTIONAL AND PRAYER**

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

## **MINUTES**

- Minutes are approved as written.

## **UPDATES**

- Robert Cerda: Met with emergency response team, evacuation drill (3/18 at 10:30am); student life committee, revised student grievance form; SGA nominations during lunch, Outlet Thursday night.
- Steve Pinto: speakers: Alex Martinez LABI Alum (Tues); Israel Cruz (Wed); Pastor Krystal (Thur).
- Sara Lopez: faculty meeting (college days) activities, games
- Eli Vega: College Days prep; reports; registration modification proposal; assignment response; department report.
- Gabriela Mora: EXCEL breakfast April 18, 9:30-11:00am.
- Sandra Cerda: evacuation drill prep; yearbook committee meets tomorrow; Student Life Committee; Saturday rental; March 20<sup>th</sup> meets with team for College Days.
- Priscilla Sanchez:

## **PRAISE REPORTS**

- Topic
  - Subtopic

## **CLOSURE 9:14AM**

- Staff is dismissed after meeting is over.

# Cabinet Meeting Minutes

Tuesday, March 24, 2015

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Tuesday, March 31, 2015

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# Staff Meeting Agenda

## Tuesday, March 3, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Praise Reports/ Prayer Requests
- IV. Approve Minutes
- V. Updates from the President’s Office
- VI. CQI Lesson
- VII. Snacks today: Jose Luis Saavedra; Snacks next week: Nehemías Romero
- VIII. Other
- IX. Calendar

March	April	May
3/2- 3/6 Midterms	4/3 Good Friday- No school	5/1 Senior Outing
3/9-3/13 Spring Break	4/9-4/11 College Days	5/6- 5/12 Finals
3/9-3/20 Rudy and Jessica out of the office	4/17; 19 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service 5/16 Commencement

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# Staff Meeting Agenda

## Tuesday, March 10, 2015

- I. Welcome
- II. Devotional and Prayer
- III. Praise Reports/ Prayer Requests
- IV. Updates from the President’s Office
- V. Approve Minutes
- VI. Department Updates
- VII. Snacks today: Nehemiah Romero; Snacks next week: Miguel Muñoz
- VIII. Other
- IX. Calendar

March	April	May
3/9-3/13 Spring Break	4/3 Good Friday- No school	5/1 Senior Outing
3/9-3/13 Miguel and Janet out of office	4/9-4/11 College Days	5/6- 5/12 Finals
3/9-3/20 Rudy and Jessica out of the office	4/17; 19 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service 5/16 Commencement

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# Staff Meeting Agenda

Tuesday, March 17, 2015

- I. Welcome (Sara)
- II. Praise Reports/ Prayer Requests
- III. Devotional and Prayer
- IV. Approve Minutes
- V. Department Updates
  - 1. Robert Cerda (Facilities/ Student Affairs)
  - 2. Steve Pinto (Pastoral House)
  - 3. Rudy Estrada (Academic Office)
  - 4. Sara Lopez (Academic Office)
  - 5. Steve Valdez (Library)
  - 6. Jessica Estrada (Media and Communications)
  - 7. Gabriela Mora (ExCEL)
  - 8. Eli Vega (Admissions)
  - 9. Daniel Maya (Admissions)
  - 10. Sandra Cerda (Residence Life)
  - 11. Denis Rivera (LATS)
  - 12. Jose Luis Saavedra (Extensions)
  - 13. Becky Rossi (Writing Center)
  - 14. Miguel Muñoz (Dining Commons)
  - 15. Josh
  - 16. Priscilla Sanchez (President's Office)
- VI. Assessment Question Review (Sara)
- VII. Snacks today: Miguel Muñoz; Snacks next week: Priscilla Sanchez.

March	April	May
3/9-3/20 Rudy and Jessica out of the office	4/3 Good Friday- No school 4/9-4/11 College Days	5/1 Senior Outing 5/6- 5/12 Finals
3/18 Evacuation Drill	4/17; 24 Portfolio Presentations 2-6pm	5/15 Baccalaureate Service
Olga Mejia's Birthday 3/28	4/17 Dr. Bell visit ABHE	5/16 Commencement 5/29 Steve Pinto

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# Staff Meeting Agenda

Tuesday, March 24, 2015

No meeting was held.

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

# Staff Meeting Agenda

Tuesday, March 31, 2015

No meeting was held.

**Mission:** 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.

# Staff Meeting Minutes

Tuesday, March 3, 2015

## **ATTENDANCE 10:17AM**

- Present: M. Harris, R. Cerda, S. Cerda, J. Escandon, 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 PRESIDENT'S OFFICE**

- Dr. Harris: budget process explanation; yearbook process.

## **MINUTES**

- Minutes are approved as written.

## **ASSESSMENT LESSON**

- Dr. Harris continues the staff assessment lesson.
  - Valid and reliable assessment/ date is useful and powerful.
  - College community ethnicity index (CCEI)

## **DEPARTMENT UPDATE**

- Jessica: building a branding & marketing culture at LABI
- Rudy: ABHE- General Accreditation Timeline

## **CLOSURE 11:10AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

Tuesday, March 10, 2015

## **ATTENDANCE 10:20AM**

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

## **DEVOTIONAL AND PRAYER**

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

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

- Dr. Harris: Board Member update and meeting; assessment review.

## **MINUTES**

- Minutes are approved as written.

## **ASSESSMENT LESSON**

- Dr. Harris: purpose, consistency and balance; CQI consistency; goals; frequency of administration; staff shares 5 statements.
- Next week: March 24. Have 4 constructs and 5 questions; scale to 100 points.

## **CLOSURE 11:15AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

Tuesday, March 17, 2015

## **ATTENDANCE 10:18AM**

- Present: S. Cerda, 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
- Absent: M. Harris, R. Cerda, J. Estrada, R. Estrada

## **DEVOTIONAL AND PRAYER**

- Pastor Steve shares a devotional and prays over the staff

## **MINUTES**

- Minutes are approved as written.

## **UPDATES**

- Robert: evacuation drill tomorrow.
- Steve P: speakers- Alex Martinez, Israel Cruz, Krystal Baca.
- Sara: CQI; monthly report.
- Steve V: Pause for Powerful Poems end of month; library hour updates;
- Gabriela: ExCEL breakfast April 18 from 9:30am- 11:00am; help promote.
- Eli: CD updates; slot deadline Friday; ABHE element work; registration proposal.
- Daniel: Populi updates; College Days promotion and preparation.
- Sandra: prep for evacuation drill, Outlet service Thursday; CD meeting; monthly reports.
- Denis: preparing for next trimester; verifying credits/units of graduating student.
- Jose Luis: searching for new professors; online classes updates.
- Miguel: trying to have the health department inspect; phones are not working.
- Becky: appointment structure and reminders for the Writing Center.
- Priscilla: Dr. Harris will be out today and Friday; April 8 Board Meeting; monthly reports due March 23. LABI branding days are Fridays.

## **ASSESSMENT QUESTION REVIEW**

- Assessment survey due March 24, 2015.
  - Develop at least 4 constructs/ themes for your area; at least 5 questions (1 validity per construct); use 4 point scale.

## **CLOSURE 11:34AM**

- Staff is dismissed after meeting is over.

# Staff Meeting Minutes

Tuesday, March 24, 2015

No meeting was held.

# Staff Meeting Minutes

Tuesday, March 31, 2015

No meeting was held.