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

## Table of Content

<table>
<thead>
<tr>
<th>Area Report</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Report, Dr. Marty Harris</td>
<td>3</td>
</tr>
<tr>
<td>Business &amp; Finance, Ruben Mora</td>
<td>4</td>
</tr>
<tr>
<td>Academics, Rudy Estrada</td>
<td>5</td>
</tr>
<tr>
<td>Student Services, Robert Cerda</td>
<td>6</td>
</tr>
<tr>
<td>Marketing and Communications, Jessica Estrada</td>
<td>7</td>
</tr>
<tr>
<td>Alumni Associations and Relations, Jessica Estrada</td>
<td>8</td>
</tr>
<tr>
<td>Spiritual Formation, Steve Pinto</td>
<td>9</td>
</tr>
<tr>
<td>Library, Steve Valdez</td>
<td>10</td>
</tr>
<tr>
<td>Enrollment Management, Eli Vega</td>
<td>11</td>
</tr>
<tr>
<td>Registrar, Sara Lopez</td>
<td>12</td>
</tr>
<tr>
<td>Residence Life, Sandra Cerda</td>
<td>13</td>
</tr>
<tr>
<td>Latin American Theological Seminary, Denis Rivera</td>
<td>14</td>
</tr>
<tr>
<td>Dining Commons, Miguel Munoz</td>
<td>15</td>
</tr>
<tr>
<td>Student Governance Association, Janette Aguilar</td>
<td>16</td>
</tr>
<tr>
<td>Agendas for Cabinet</td>
<td>17</td>
</tr>
<tr>
<td>Minutes for Cabinet</td>
<td>20</td>
</tr>
<tr>
<td>Agendas for Staff</td>
<td>24</td>
</tr>
<tr>
<td>Minutes for Staff</td>
<td>28</td>
</tr>
<tr>
<td>ExCEL and Promotions Flyers</td>
<td>31</td>
</tr>
</tbody>
</table>
LABI College President’s Report: Marty Harris, PhD

This campus monthly 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 monthly community sharing on progress, opportunities, and challenges and related to our goals, programs, people, and processes. 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.

**Presidential Impact Areas:** Some areas of impact made for the Month of November (2014) include progress related LABI processes, policies and structures. These include:

1-Bethany Resource Project: Received official approval from them to allow LABI to use and reuse academic programming materials, manuscripts, syllabi and related for our purposes.

2-Continue to Engage and Implement LABI Institutional Strategic Planning Process.

3-Student Writing Center explored with Vanguard’s Guidance (slated to launch 2015).

4-Hispanic Association of Colleges and Universities Designation-Educational Affiliate status.

5-2M Capital Campaign approved as well as a Legacy Scholarship Fund Process.

6-ExCEL marketing materials finalized communication plan implemented (appendix).

7. SPD and other Youth Conventions attended by President, staff, and students (successful).

8-LABI all staff/student leadership retreat held at Dr. Harris’ home co-lead with Dean Estrada.

9-ABHE Update: Report #2 completed and submitted (please see appendix).

10-Tuition analysis carried out and some recommendations made.

The President hopes to continue to promote the ExCEL program, generate revenue and explore opportunities that might enhance the physical facilities of the campus. The President has also had fruitful conversations with other AG university presidents regarding possible partnerships.
Business and Financial Report: Ruben Mora

1) Strategic Goals

1) Develop a budget inclusive of all departments which ensures financial gain at the end of fiscal year.

2) Finalize the Business Office's Operating Manual. It's very primitive in its development.

3) Make sure all student balances are paid off before Spring 2015 semester starts.

2) Progress on Key Performance Indicators

1) Since the semester is not over yet, our bad debt ratio is at 17%. Our goal is to keep this ratio below a 4% threshold.

2) Our expense to revenue ratio is at 111%. It should be at no higher than 96% as per ABHE desirable standards.

3) Challenges/Opportunities related to Strategic Goals

The challenge of the audit is over. Considerable time will be spent developing our Business Operating Manual and Budget Process. They should be finished within this month.

4) General Updates

The Financial Audit was completed and turned in to ABHE by November 1st. The Audit shows a positive review by Mark Todhunter, an independent auditor. Student accounts are being managed very closely.

5) Budget Progress

Now that the Audit season is over, and the realigning of Chart of Accounts is complete, the Budget Process will be developed. I will be meeting with Department Heads to develop this process.
LABI Academic Report: Rudy Estrada

Accreditation
LABI has submitted the 2014 progress report, statistical report, audit, and academic catalog. This report was due on November 1st and under the guidance and leadership of the President Marty Harris PhD, the Board of Trustees, and staff members, the comprehensive report which included updates on our strategic plan, library improvements, and assessment was submitted. In addition, the accreditation manual has also been completed. This manual will help lead the college into the initial steps of the self-study which includes activating the committees.

ExCEL Program
This month we have selected our program champions for the Christian Studies and Church Business and Administration certificates. It includes Vikram Peters and Steven Acevedo. They will lead and develop the curriculum for the certificate courses which have already been outlined by the new program committee. Other faculty members will participate by teaching with these faculty members will be the point of contact for future inquiries.

Faculty and Degree Program
Portfolio requirements are also being included within the academic catalog in order to guide the students to the graduation requirements. This meeting scheduled for Friday November 21st. The faculty agreed to commence the panel interview of candidates for the December graduates and has agreed to focus this year upon assessing our curriculum. However, we want to review the student portfolios and evaluate their work ahead of time. In addition, under the leadership of Vikram Peters and Becky Rossi the Academic department is launching a new writing center that will be adjacent to the library. This will include workshops for citation, proofreading services, and hosting workshops for information literacy skills.
Executive Summary and Student Services Report: Robert Cerda 2014 – 2015 Strategic Goals
1. Further develop Vehicle Use, FERPA, and Fitness Center Policy and Procedure.
2. Promote leadership development amongst student leaders and staff.
3. Develop new Student Services programs for the remainder of the semester and plan for the spring 2015 semester.

Policy and Procedure:

Progress was made on the following and awaiting approval from Presidential Cabinet and office.

Policy for Use Vehicle, Authorization forms, FERPA guidelines. Fitness Center rules and policy have been approved by Board, and been implemented.

Leadership development:

Student leadership training on Sexual Harassment has been postponed to the beginning of the Spring Semester 2015. Also, a leadership team development training that was scheduled on Nov, 1, 2014 was postponed due to weather conditions. Student leaders’ training was rescheduled on Nov, 4, 2014 in which a total of 13 student leaders interacted in team building activities.

Student services:

The following lectures and workshops on Nutrition and Fitness, Overcoming Addictive Behaviors, and CPR/First Aid training have been postponed to Spring Semester 2015.

General Updates:

Campus Safety Committee was established to meet and make recommendation on campus safety issues. On Wednesday Nov. 19, 2014 a fire drill was conducted and the total time it took to evacuate was 8min and 32 seconds. Much valuable insight and observations was gathered to continue to improve the safety of campus.

Challenges and Opportunities:

Challenges are the busy schedules of the student leader’s bases on activities and event of LABI. This creates an opportunity for training on time management and prioritizing on what school event to involve the student leadership.
Marketing Report: Jessica Estrada, Chief Communications Officer

(1) 2014-2015 Strategic Goals

Goal #1: Aid in the inauguration planning process

Goal #2: Market and promote ExCEL heavily

Goal #3: Support the Admissions Office in producing marketing materials to promote LABI at youth conventions

(2) Key Performance Indicators

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

(3) General Update: This month my position became full time and Walter Cortez was hired part time to help promote ExCEL. I designed the new LABI apparel, which was ordered by the Admissions office. In mid November I sent out a staff e-newsletter, which highlighted new employees and upcoming events. Promotions for ExCEL are very strong. To date, this office has generated an admissions packet, fliers, a .30 promotional video (https://www.youtube.com/watch?v=gjMKVrUvRV4), and social media posting for ExCEL. As part of the inauguration committee, I have ordered the presidential medallion, mace, invitations, flags, and other items for the event. From November 20-23, I was able to have LABI alumni and current students help me run full production at the Southern Pacific District Youth Convention in Palm Springs. At the convention, they were able to learn how to run live cameras, use ProPresenter for all services, photograph the event, and help build the stage design. Lastly, the new fall quarterly newsletter has been placed on the website and posted on social media sites.

(5) Budget: The Marketing and Communications budget is at a good standing.
Alumni Association and Relations Monthly Report: Walter Cortez

2014-2015 Strategic Goals

A. Continuing in reactivating interaction and reestablishing relations with LABI Alumni to create sub-target audience for the school.
B. Continue updating social media to reach various groups of alumni years.
C. Begin planning events for older alumni to allow them to reengage with the school.

Key Performance Indicators

A. Alumni Facebook page is slowly gaining more followers and readers, making for a good flow of traffic on the page.
B. Positive engagement with revamped alumni survey.
C. Twitter and Facebook page have gotten good response with ExCEL Promotions.

Challenges and Opportunities

A. Challenge: With the work of promoting the ExCEL program under way, updating the Alumni Facebook page has paused for the moment.
B. Opportunity: Being more physically public at events gives the LABI Alumni Association recognition and a chance to reengage.

General Updates

By petition of President Harris I will be, for the time, focusing my energy on the promotion and creation of ExCEL related items. The publication and forwarding of the existing media (ie. flyers, booklets, updates, and emails) has gone very well, the most recent occasion being the SPD Youth Convention. However, the Alumni Association has not halted completely. We are receiving and interacting more and more with alumni and gaining more contact information from alumni.

Budget Progress

A budget will be created in the near future for Alumni Events in the coming year.
LABI/LATS “Monthly Report” Spiritual Formation Office

2014-2015 Strategic Goals:

- Mobilization/Internship: Writing a comprehensive “Field Practicum Initiative” including the establishing of “Network of Committed Churches, Partners, Location Sites and Supervisor/Directors.”
- Chapel: Met with Robert Cerda, (Facilities) and Ruben Mora, (Finances) to clarify the established agreements with leasing Pastor.
- Spanish/Bilingual Ministry: Met with Rudy Estrada to actualize existing chapel survey to make available to students before the end of the year.

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

Challenges or Opportunities:

- Create a working relationship with Pastor Silviano Elias (leases our chapel on Sundays) to determine the specific cause of production/sound glitches.

General Updates: Meeting on a weekly basis to follow up on delegation of tasks for our on-campus Pastoral and Student Ministries/Programs under the Spiritual Formation office.

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

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

1. Think Tank Hosted by LABI College Library
2. 150 library book data entry in Libraryworld.com
3. Weekly LABI College Library Newsletter

Wednesday November 12th, 2014, LABI College Library will be hosting its second “Think Tank” for the 2014-2015 academic year. The first Think Tank was a success with 9 participating students who were informed that LABI College Library is a great resource for academic resources. It was held in the Old Hebrews Cafè located in the back of the cafeteria. The second Think Tank is scheduled to be held in the same location as the first Think Tank. The second Think Tank will be conducted by a faculty member of LABI College. We are currently waiting for a response from those whom were contacted.

Currently the library has 2657 cataloged books on libraryworld.com. On average the library in puts close to a 150 books a week. Currently all of our Philosophy Book Section is cataloged online. We are working through the Logic Section and plan to input the Psychology Section by Mid-November.

LABI College Library has begun a new work with the release of a Newsletter which is released every week on Populi and on the Library section of the school’s website. The LABI College Library Newsletter is a great resource in spotlighting a new book, recommending 3 staff recommend books, and in informing students of any Library events and/or services that we might have obtain or offer. This resource has been successful to date but we are currently working on giving it a new look.
LABI ENROLLMENT MANAGEMENT MONTHLY REPORT OF NOVEMBER
2014-2015 Strategic Goals
   1. Enrollment Management
   2. Excel Program
   3. Event Travel (Recruitment)

Office Promotions and Recruitment
Currently we have +81 total applicants with 35 % or less application completion rate. 40
Conditional applicants with 90% or less completion rate in their application, and 5,
100%completed application. Also, as of now we have 9 potential ExCEL students and 1
completed application selecting the psychology certificate program. Finally our current office
operational flow still consist of an average 3 to 4 appointments every two weeks inquiring
information about all programs we offer.

ExCEL Program
Working with newly appointed Walter Cortez, head of ExCEL marketing and promotions we are
continue to plan and design new ideas 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 i.e. promo booth, informative video, published
print media etc. However, a basic approach recording all lines of communication of church and
pastors phone numbers, emails, websites, and mailing addresses is still being developed

Event Booking and Planning
We've planned, trained, and prepared all promotional material necessary for all 6 youth
conventions happening this month. We are hopeful and confident enough on our new innovative
promo-booth design, dynamic student volunteers, fresh/new LABI apparel, and management that
we believe we will make a huge impact everywhere we go promote and thus recruit our new
class of students. We are promoting in 6 Assemblies of God districts this month.
LABI Registrar Monthly Report: Sara Lopez

Students’ Academic Success, GPA

As the Registrar, I also serve as an academic advisor. I have met with students in academic warning and academic probation periodically throughout the semester. After midterms, follow-up meetings have been scheduled to ensure progress in students’ academic standing. In the month of November, I met with 6 students. Meetings include: discussion about units, graduation requirements, course work, grades, and prayer for the students.

Efficiency and Effective Communication with Students and Faculty

Furthermore, it is important to communicate efficiently with students who will be graduating in May 2015. Therefore, a meeting on November 21, 2014 was scheduled to cover information on transferring to Colleges and Universities. Information included: finding the right school, contact information for transfer schools, essay admission details, letter of recommendations, and Financial Aid. Along with this responsibility, 4 official transcripts were processed in November.

Academic Programming

Courses are currently programmed for Spring Semester 2015. The course schedule will be finalized by November 28th, 2014. Furthermore, LABI hosted the University Fair on November 11-12th, 2014. Vanguard University and American Indian College admission counselors had the opportunity to converse with students, while LABI students were able to acquire information and ask questions. Planning for University Fair includes invitations to admission directors, following up regards their attendance, hosting them during the event, and concluding with a thank you letter and receipt. Students were enthused and motivated to have schools facilitate information that is useful for their future planning.
Residence Life Monthly Report: 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: Since last month’s report the Residence Department had two students move off campus, therefore, we are currently dorming 87 students. In addition, we welcomed Rebekah Rossi, our Missionary in Residence.

Training for Residence Assistants: This month the leadership team gathered outside of LABI for a time of fellowship and team building. In addition, two of our meetings consisted of “Decision Making” and “How to Resolve Conflict” two essential topics to help our leaders be efficient within their roles. However, further leadership development is being scheduled for our team.

Intentional Activities to Promote Spiritual, Social and Academic Goals: The residence team partnered with the admissions department and helped host College Days. On a different occasion student and alumni hosted “Noche de Jubilo” a night of all Spanish worship. During a chapel service 4 students we publically recognized for outstanding work in their assigned servant leadership and 5 dorm rooms receive the “clean room” award. Also, female resident assistants initiated the start of “secret sister” for the ladies in the dorms, and a volleyball games was conducted where students and 3 staff members were involved. Still pending are the study groups that will be implemented during finals week.

Intentionally Establish Relationships with Residents: I have intentionally stayed late in my office and made myself available to our students with the intentions to establish a relationship with them.

Challenges: Provide consistent training for the Leadership team, revise KPI’s, Residence surveys, and revise Resident Assistants job applications.

December 2014 LABI Campus Report
Latin American Theological Seminary November Report: Denis Rivera

2014-2015 Strategic Goals

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

Key Performance Indicators

I promoted LATS programs with the purpose to established new extensions in Dallas and Forth Worth. Rev. Juan de Dios Acuña, director of the association of Ministerial School (ADEM), hosted and coordinated the trip. I have personally contacted local Bible institute directors: Rev. Miguel A. Rodriguez (Forth Worth), Rev. Jaime Ramos (Dallas) and Maribel Paredes Vega (Dallas). Also, I had the privilege to share the LATS-LABI program with Rev. Jose A. Marines, superintendent of South Central Hispanic District of the Assemblies of God (SCHD).

Challenges and Opportunities

The student and directors demonstrated interest to initiate a LATS extension for their own Bible School. This challenges us to put in their hands proper promotional material and forms to increase such enthusiastic attitude toward LATS. The consolidation of this relationship is very important to focus in the following months.

General Update

We are closing the fall quarter operating regularly in all study centers, with the exception of San Diego. Also, we are almost done planning the winter quarter of 2015.

Budget

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

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

Progress/Challenges/Opportunities

1. Window screens next to kitchen prepping areas are ready and functional. We are waiting on Robert Cerda to get us the Blue Prints from the Cafeteria Building in order to submit the application for the License.

2. We received $530 for the uniforms. We got 25 Black Chef Coats and the are being embroider they will be ready by December 3th

3. We are working and planning still how to improve in this area. There is many different ideas on the air, but nothing for sure.
Student Governance Association Monthly Report: Janette Aguilar

2014-2015 Strategic Goals

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

Key Performance Indicators

A. Written proposal has been written and awaiting approval.
B. A Proposal for this Internship is in the writing process
C. Doors have been added to the side of Hebrews to prevent students from making a mess behind the desk.

Challenges

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

General Update

Since the last update, SGA has managed Fun Bash for College Days and are currently going to take and oversee students in the SPD Youth Convention. Shortly after, we will then manage the Christmas Banquet on December 5. Currently, SGA is reviewing their description and job duties in order to improve their effectiveness as a team.

Budget Progress

SGA had a total of $1,303 from their account, Hebrews Cafe, and a loan from LABI College, in order to pay all expenses of the SPD Youth Convention, which was $1,301. SGA's financial status, as of now, is $0 and in debt with LABI COLLEGE that is in the process of repaying.
Cabinet Meeting Agenda
Tuesday, November 4, 2014

I. Welcome

II. Devotional and Prayer

III. Approve Minutes

IV. Praise Reports/Prayer Requests

V. Department Updates

1. Steve Pinto (Pastoral House)
2. Rudy Estrada (Academic Office)
3. Jessica Estrada (Media and Communications)
4. Eli Vega (Admissions)
5. Robert Cerda (Facilities/Student Affairs)
6. Priscilla Sanchez (President’s Office)

VI. Other
Cabinet Meeting Agenda
Tuesday, November 11, 2014

I. Welcome

II. Devotional and Prayer

III. Approve Minutes

IV. Praise Reports/ Prayer Requests

V. Department Updates

7. Steve Pinto (Pastoral House)
8. Rudy Estrada (Academic Office)
9. Jessica Estrada (Media and Communications)
10. Eli Vega (Admissions)
11. Robert Cerda (Facilities/ Student Affairs)
12. Priscilla Sanchez (President’s Office)

VI. Other
Cabinet Meeting Agenda
Tuesday, November 18, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Letters from Sandra Cerda

V. Approve Minutes

VI. Praise Reports/ Prayer

VII. Department Updates

13. Steve Pinto (Pastoral House)
14. Rudy Estrada (Academic Office)
15. Jessica Estrada (Media and Communications)
16. Eli Vega (Admissions)
17. Robert Cerda (Facilities/ Student Affairs)
18. Sara Lopez (Registrar)
19. Priscilla Sanchez (President’s Office)

VIII. Other
Cabinet Meeting Agenda
Tuesday, November 25, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

20. Steve Pinto (Pastoral House)
21. Rudy Estrada (Academic Office)
22. Sara Lopez (Registrar)
23. Jessica Estrada (Media and Communications)
24. Eli Vega (Admissions)
25. Robert Cerda (Facilities/ Student Affairs)
26. Priscilla Sanchez (President’s Office)

VII. Snack next week: Steve Valdez

VIII. Other
Cabinet Meeting Minutes
Tuesday, November 4, 2014

ATTENDANCE 8:48 AM

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

DEVOTIONAL AND PRAYER

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

MINUTES

- Minutes are approved as written.

UPDATES

- Jessica Estrada: Walter is hired part-time; working on apparel; inauguration details.
- Eli Vega: people interested in ExCEL; preparing for conventions.
- Robert Cerda: Possible November 12 drill at school.
- Priscilla Sanchez: Inauguration meeting preparations and RSVPs.

CLOSURE 9:36 AM

- Staff is dismissed after meeting is over.
Cabinet Meeting Minutes  
Tuesday, November 11, 2014

ATTENDANCE 8:46 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 are approved after changes are made.

UPDATES

- Steve Pinto: announces the speakers for this week’s chapel services.
- Rudy Estrada: university fair this week; accreditation updates.
- Jessica Estrada: inauguration updates; staff picture day; student picture day.
- Eli Vega: ExCEL promotion update; inventory ordered; promo videos.
- Robert Cerda: fire drill test via text and email; policy procedure documents updates.
- Priscilla Sanchez: reports by 11/21; Dr. Harris schedule for the week; gift exchange idea.

OTHER

- Rudy announces that Dr. Yong will be here December 9.

CLOSURE 9:39 AM

- Staff is dismissed after meeting is over
Cabinet Meeting Minutes
Tuesday, November 18, 2014

ATTENDANCE 8:47AM

• Present: R. Cerda, J. Estrada, R. Estrada, S. Lopez, S. Pinto, P. Sanchez, E. Vega
• Partial Attendance: M. Harris, S. Lopez, R. Mora, S. Cerda

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: 2 million capital campaign approved; tuition increase; conference call.
• Motion has been approved for tuition increase.
• Motion has been approved for the legacy scholarship.

UPDATES

• Steve Pinto: chapel speakers of the week; bilingual service discussion.
• Rudy Estrada: writing center; FTE update; working on report.
• Jessica Estrada: show newsletter; promotional printing and videos; HACU flyer.
• Eli Vega: convention prep; Dr. Marty’s participation; promotional material.
• Robert Cerda: fire drill, this Wednesday 10:30am-11:00am.
• Sara Lopez: academic probation updates; Thanksgiving celebration; grad and portfolio meeting.
• Priscilla Sanchez: reports due Friday; donor input update; Thanksgiving celebration.

SANDRA: STUDENT PROCEDURE

• Sandra Cerda: discussion of letters and student procedures to go home.

CLOSURE 10:10 AM

• Staff is dismissed after meeting is over.
Staff Meeting Agenda  
Tuesday, November 4, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

27. Steve Pinto (Pastoral House)
28. Sara Lopez (Academic Office)
29. Steve Valdez (Library)
30. Jessica Estrada (Media and Communications)
31. Eli Vega (Admissions)
32. Daniel Maya (Admissions)
33. Sandra Cerda (Residence Life)
34. Robert Cerda (Facilities/ Student Affairs)
35. Denis Rivera (LATS)
36. Jose Luis Saavedra (Extensions)
37. Miguel Muñoz (Dining Commons)
38. Priscilla Sanchez (President’s Office)

VII. Other

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.
### Staff Meeting Agenda
Tuesday, November 11, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

39. Steve Pinto (Pastoral House)
40. Sara Lopez (Academic Office)
41. Steve Valdez (Library)
42. Jessica Estrada (Media and Communications)
43. Eli Vega (Admissions)
44. Daniel Maya (Admissions)
45. Sandra Cerda (Residence Life)
46. Robert Cerda (Facilities/ Student Affairs)
47. Denis Rivera (LATS)
48. Jose Luis Saavedra (Extensions)
49. Miguel Muñoz (Dining Commons)
50. Priscilla Sanchez (President’s Office)

VII. Other

---

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.
Staff Meeting Agenda
Tuesday, November 18, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

51. Steve Pinto (Pastoral House)
52. Sara Lopez (Academic Office)
53. Steve Valdez (Library)
54. Jessica Estrada (Media and Communications)
55. Eli Vega (Admissions)
56. Daniel Maya (Admissions)
57. Sandra Cerda (Residence Life)
58. Robert Cerda (Facilities/ Student Affairs)
59. Denis Rivera (LATS)
60. Jose Luis Saavedra (Extensions)
61. Miguel Muñoz (Dining Commons)
62. Priscilla Sanchez (President’s Office)

VII. Other

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.
Staff Meeting Agenda
Tuesday, November 25, 2014

I. Welcome

II. Devotional and Prayer

III. Updates from the President’s Office

IV. Approve Minutes

V. Praise Reports/ Prayer

VI. Department Updates

63. Steve Pinto (Pastoral House)
64. Sara Lopez (Academic Office)
65. Steve Valdez (Library)
66. Jessica Estrada (Media and Communications)
67. Eli Vega (Admissions)
68. Daniel Maya (Admissions)
69. Sandra Cerda (Residence Life)
70. Robert Cerda (Facilities/ Student Affairs)
71. Denis Rivera (LATS)
72. Jose Luis Saavedra (Extensions)
73. Miguel Muñoz (Dining Commons)
74. Priscilla Sanchez (President’s Office)

VII. Other

Mission: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.
Staff Meeting Minutes
Tuesday, November 4, 2014

ATTENDANCE 10:16 AM

• Absent: M. Harris, R. Estrada, S. Pinto

DEVOTIONAL AND PRAYER

• Eli Vega shares a devotional and prays over the staff

MINUTES

• Minutes were approved

UPDATES

• Sara Lopez: diplomas sent out; working on manual transcripts; next semester courses.
• Steve Valdez: counting all catalog; Think Tank (11/13); library closed 11/13 morning.
• Jessica Estrada: introducing Becky and Walter on social media; inauguration promotions.
• Eli Vega: convention preps; meeting with Dr. Fields; gone Wednesday through Friday.
• Daniel Maya: student training (11/5); convention preparations.
• Sandra Cerda: Becky introduced to LABI girls; rental update; student-event organization.
• Robert Cerda: Becky introduced to LABI girls; rental update; student-event organization.
• Jose Luis Saavedra: evaluations given; online classes.
• Miguel Muñoz: chef coat updates; inauguration lunch test-try 11/5.
• Becky Rossi: meeting with different departments.
• Priscilla Sanchez: inauguration updates; schedules.

UPDATES FROM RUBEN MORA

• Wear your name badge; reports are due November 21, 2014

CLOSURE 11:13 AM

• Staff is dismissed after meeting is over
Staff Meeting Minutes  
Tuesday, November 11, 2014

ATTENDANCE 10:15AM

• Absent: M. Harris, R. Mora, D. Rivera

DEVOTIONAL AND PRAYER

• Pastor Steve shares a devotional and prays over the staff. Staff shares praise reports and prayer requests.

UPDATES FROM RUDY ESTRADA

• Rudy gives updates on his educational journey.

MINUTES

• Minutes were approved after changes were made.

UPDATES

• Steve Pinto: speakers for this week.
• Sara Lopez: university fair; staff retreat reminder.
• Steve Valdez: Think Tank this Thursday at 5:30pm.
• Jessica Estrada: November 17 student Picture Day; December 10 Staff Picture Day.
• Walter Cortez: Excel updates on promotional material.
• Eli Vega: working on promotions video; apparel arriving soon.
• Sandra Cerda: servant leadership awards; prayer attendance.
• Robert Cerda: fire drill announcements; policies; outing with leadership last week.
• Jose Luis Saavedra: new classes begin 3rd week of January.
• Becky Rossi: vision statement; editing student manuals.
• Priscilla Sanchez: Reports are due Friday; outing updates; president’s hours.

CLOSURE 11:15AM

• Staff is dismissed after meeting is over.
Staff Meeting Minutes
Tuesday, November 18, 2014

ATTENDANCE 10:16 AM

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

DEVOTIONAL AND PRAYER

• Pastor Steve shares a devotional and prays over the staff. Staff shares praise reports.

UPDATES FROM PRESIDENT’S OFFICE

• Dr. Harris: $2 million campaign; legacy scholarship fund; letter from Bethany.

MINUTES

• Minutes were approved.

UPDATES

• Steve Pinto: announce the chapel speakers’ names.
• Sara Lopez: updates from university fair; staff Thanksgiving celebration invitation.
• Steve Valdez: announces office hours for the week.
• Jessica Estrada: signage; student picture day update; HACU banner.
• Walter Cortez: update meeting for ExCEL; 11 people interested; ExCEL business cards;
• Eli Vega: convention info; apparel updates; bio of president for convention.
• Daniel Maya: team of students will promote in convention.
• Sandra Cerda: House meeting tonight; list of students for break;
• Robert Cerda: fire drill updates.
• Denis Rivera: update form business trip to Texas.
• Jose Luis Saavedra: virtual classes; new trimester beginning soon; WebEx.
• Miguel Muñoz: delivery of chef coats jackets.
• Becky Rossi: writing center procedure.
• Priscilla Sanchez: reports due Friday 11/21.

CLOSURE 11:34 AM

• Staff is dismissed after meeting is over.
EXECUTIVE CENTER FOR EDUCATION & LEADERSHIP

New Accelerated Certificate Program Starts

January 24, 2015

CERTIFICATES OFFERED

- Church Business and Management
- Youth Ministry
- Psychology, Pastoral Care, & Counseling
- Christian Studies

- Six month program - Saturdays only
- Program starts January 24th
- Significant scholarships are available but limited
- Reserve your spot today!

your journey to success starts here!

14209 E. Lomitas Ave, La Puente, CA 91746
(626) 968-1328 | WWW.LABI.EDU
WWW.LABI.EDU/EXCEL
Latin American Theological Seminary

December 2014 LABI Campus Report
ExCEL Program:
Deans Scholarship

Scholarship Objectives: The core objectives of the dean’s scholarship is to recruit and retain exceptional students, while also serving to build a pool of academically strong students.

Scholarship Qualifications: Must be accepted for the Spring 2015, Summer 2015 or Fall 2015.
General Certificate Curriculum Information:
The program and related curriculum provide a general understanding for the ministerial role in evaluating the need for spiritual care, counseling, and/or psychological intervention. The curriculum (six courses) are delivered from a Christian framework and guided by contemporary research, treatments and interventions. Further, area of emphasis is given to such problems as: counseling ethics, human development, family issues and conflict, basic neuroscience, addictions, psychological testing, and pastoral vs clinical care.

Curriculum Offered:
- PPC501 Introduction to Psychology, Ethics & Pastoral Counseling
- PPC502 Psychiatric Conditions, Diagnostic Issues, Treatment & Pastoral Care
- PPC503 Family Issues/Conflict, Human Development, & The Church
- PPC504 Basic Neuroscience, Addictions Psychopharmacology & Pastoral Care
- PPC505 Psychological Assessment & Interventions, and Pastoral Counseling
- PPC506 Pastoral versus Clinical Care: Making Recommendations & Referrals

About the Program Director, Dr. Marty Harris:
- Clinical Fellow APA MFP
- Predoctoral Internship, UCLA
- Licensed & Ordained minister
- University Professor 20+ Years
- M.S. and Ph.D. in Clinical Psychology from Washington State University
- FostDCC at Cornell University
- Editorial Board Member for the Journal of Psychological Issues in Organizational Culture

Program Director
Dr. Marty Harris, President & CEO, LABI
mharris@labi.EDU

WWW.LABI.EDU/EXCEL
Latin American Theological Seminary
1409 E. LOMITAS AVE. LA PUENTE, CA 91746
(626) 965-3328 | WWW.LABI.EDU
EXCEL 6 MONTH CERTIFICATE PROGRAM
PSYCHOLOGY, PASTORAL CARE & COUNSELING

CURRICULUM OFFERED:

PPC501 INTRODUCTION TO PSYCHOLOGY, ETHICS AND PASTORAL COUNSELING
PPC502 PSYCHIATRIC CONDITIONS, DIAGNOSTIC ISSUES, TREATMENT & PASTORAL CARE
PPC503 FAMILY ISSUES, CONFLICT, HUMAN DEVELOPMENT & THE CHURCH
PPC504 BASIC NEUROSCIENCE, ADDICTIONS, PSYCHOPHARMACOLOGY & PASTORAL CARE
PPC505 PSYCHOLOGICAL ASSESSMENT & INTERVENTIONS, AND PASTORAL COUNSELING
PPC506 PASTORAL VERSUS CLINICAL CARE: MAKING RECOMMENDATIONS AND REFERRALS

PROGRAM STARTS JANUARY 24, 2015 | SATURDAYS ONLY | RESERVE YOUR SPOT TODAY!

WWW.LABLEDU
ExCEL 6 MONTH CERTIFICATE PROGRAM

CHURCH BUSINESS

SATURDAYS ONLY. 10:00 AM- 3:00 PM
RESERVE YOUR SPOT TODAY!
WWW.LABI.EDU
CONTACT US AT (626)-806-5863
ExCEL 6 MONTH CERTIFICATE PROGRAM
CHRISTIAN STUDIES

SATURDAYS ONLY, 10:00 AM - 3:00 PM
RESERVE YOUR SPOT TODAY!
WWW.LABI.EDU