

# THE LIBI LOG

Dear LIBI Community and all of our extended family members,

With the dawn of the new year upon us, I want to take this opportunity to wish all of you a healthy, fulfilling, happy and peaceful 2011.

I also want to express my deep appreciation to all of our faculty and staff for helping the college weather a fiscally challenging year. The deep cuts in NY State student grant funding, coupled with continuing high unemployment rates have had a profound impact on many of our students. I am particularly grateful to our academic advising staff for their unwavering commitment and their willingness to donate scores of additional hours to working with our students to find effective solutions that would ultimately enable many to continue their education. Barring the financial challenges, 2010 was otherwise filled with accomplishments, student success, and progress in many important areas.

Looking back at the past year, I have one point of particular pride it is the fact that all of LIBI's managers and directors worked very closely and cooperatively with me to come up with cost-cutting measures that allowed us to cover the shortfall created by the cuts in State Aid without having to increase tuition. I recognize how challenging it is to pay for a college education in today's economy, and I will work to do everything I can in 2011 to ensure that a LIBI education continues to be accessible to as many qualified and eager students as possible. LIBI has a long and proud tradition of educating first-generation college students. We also have an equally proud tradition of being a responsible steward of student tuition dollars. I am pleased to report that despite the budgetary shortfall and the ensuing institutional reorganization, LIBI's student support services have not sustained cuts.

I am frequently asked by parents of perspective students, by my peers at other colleges and by countless others, to describe LIBI. The answers I give are of varied length depending on the venue, but they always carry the same fundamental core to me. LIBI is a perfect blend of a close-knit, supportive community with challenging academic programs that help our graduates remain relevant, competitive, and confident in the ever-changing new global economy. Our students are extremely fortunate to have such an engaged and dedicated group of faculty and student services staff that is caring and vested in the success of each and every student— individually.



We had a chance to showcase my view of LIBI at the end of September 2010 when LIBI hosted two teams of peer evaluators from our accrediting body, ACICS (Accrediting Council For Independent Colleges and Schools). Being accredited is very important because it lets potential students, our graduates, the employers of our graduates, and senior colleges know that LIBI is striving and meeting universally accepted rigorous academic standards. Colleges are expected to maintain their accreditation by continued adherence to the criteria set by their accrediting organization. This adherence to the criteria is evaluated cyclically by peers from other colleges accredited by that organization.

I am very happy to report that LIBI has met all of the standards set forth by ACICS and our accreditation has been reaffirmed for six years, the maximum allowable time frame. A concerted effort from faculty and staff at both campuses helped us achieve results of this magnitude.

We are now entering another very important time for this institution. In 2011 we will work hard to maintain the momentum we have built together over the last two and a half years, and use it to continue enriching the educational and career opportunities we offer our students. As we look back on 2010 with immense pride about all we have achieved, we must continue to remain focused on improvement and growth. In the spring of 2011, we will officially kick off LIBI's strategic planning process. I urge all of you to take this very important activity seriously and consider it your opportunity to help shape LIBI for years to come. In the upcoming months there will be extensive efforts organized by my office to encourage involvement in the planning process in various capacities. I look forward to working with our student body, faculty, staff, alumni, and the many individuals who employ our students, to gain a deeper perspective that will allow me to move the college forward so that we are well-positioned for the demands of the new decade. I begin 2011 with great enthusiasm and anticipation for another year of growth and positive change at LIBI. As your president, I'm thankful for your hard work and dedication. Each day we become a more dynamic teaching and learning community, hence, our theme: 2011 Onward to Excellence!

Warm regards,

Monica W. Foote  
President



As you may have heard, one of our crowning achievements this year is our re-accreditation with ACICS. We've compiled some useful information from the ACICS website to help you understand why being re-accredited is so important to us. For more information please go [www.ACICS.org](http://www.ACICS.org).

### What is accreditation?

Accreditation is a status granted to an institution that meets or exceeds the stated criteria of educational quality. The purposes of accreditation are to assess and enhance the educational quality of an institution, to assure consistency in institutional operations, to promote institutional improvement, and to provide for public accountability.

Final review of financial stability for an Initial Grant?

The institution must meet ACICS requirements by submitting audited financial statements for the most recently completed fiscal year that demonstrate:

1. Positive net assets
2. Current ratio of current liabilities to current assets at or above 1:1
3. Annual loss, if any, of no more than the net assets reported

If the institution fails to meet the final requirements, its application will be deferred until such time as it can reasonably demonstrate through audited financial statements that it can meet these standards. If the financial condition of the institution does not improve after deferral, the application will be denied.

### How does an institution maintain ACICS accreditation?

Although receiving initial accreditation is a complex and daunting task which requires commitment to educational quality, once an institution has earned a grant of accreditation it must meet all of the additional requirements outlined in the Accreditation Criteria, Title II, Chapters 1 and 2. These chapters explain that institutions not only must periodically reapply for accreditation, but that they also must prepare extensive Annual Institutional and Financial Reports which summarize the enrollment and financial condition of the institution. Furthermore, institutions may be required to prepare interim reports for a number of reasons. Finally, institutions must report any service approved by ACICS and any changes in the mission, objectives, ownership, programs, introduction of non-traditional instructional modality, names, location, and non-main locations prior to implementation of such changes. This additional reporting helps keep ACICS abreast of the current conditions at the institution and assists the Council in its assessment of educational quality.

### What is Institutional Effectiveness Planning?

1. Institutions are required to demonstrate their formal plans to continuously improve their educational, administrative, and student learning outcomes effectiveness. This planning activity results in a carefully developed document known as the Institutional Effectiveness Plan, or the IEP. Institutional Effectiveness Planning is described in the Accreditation Criteria Title III, Chapter 1, Sections 100 - 113 and the Guide to Institutional Effectiveness both of which can be downloaded from the Publications tab. Please also review the most recent membership statistics for comparative data from the Summary of Key Operating Statistics.

2. Each campus shall have on file an Institutional Effectiveness Plan (IEP). A main and its branches may share aspects of an IEP, such as the mission, but each main and branch campus is expected to have its own plan for effectiveness that describes the characteristics of the programs offered and of the student population, describes what types of data will be used for assessment, identifies outcomes, and states how continuous improvement will be made to improve or enhance outcomes at the institution. At a minimum, the following five elements will be evaluated for institutional effectiveness:

- (a) student retention rates;
- (b) student placement rates;
- (c) level of graduate satisfaction;
- (d) level of employer satisfaction; and
- (e) student learning outcomes.

Each institution shall publish annual placement and retention goals. In formulating these goals, each institution shall take into account the retention and placement rates from the previous three Annual Institutional Reports and the specific activities that will be undertaken to meet those goals. The activities must demonstrate the institution's ability to maintain or improve retention and placement outcomes each year. Institutions are encouraged to include additional information in their plans which is relevant to improving their overall effectiveness.

3. Institutional Effectiveness Planning also requires that the plan be implemented through specific activities, and monitored through periodic progress reports, and evaluated at least annually.

# Career Service Events

## Student Conference

The LIBI Office of Career Services sponsored various events in the month of December. On Saturday, December 4th, we hosted our second student job readiness conference, "What's Your Brand?" Students and alumni were given the opportunity to listen to three dynamic professionals and gain insight to all aspects of pursuing employment after graduation. "What's Your Brand?" took place just a few days prior to our Winter Job Fair as a way to stimulate and prepare students.

Our first speaker, Gayle Naftaly, founded access.office to offer marketing and public relations in 1998 after working in the business arena for many years. Gayle is a networker extraordinaire. She is a member of several prominent business organizations including The Queens Chamber of Commerce and Adrian's Network. She is a facilitator of Powerful You! Women's Network, as well as Director of Communications for the Independent Business Women's Circle. Gayle provided a plethora of information with regard to customer service management and business attitudes and practices.

Our second guest speaker, Dolores Ciaccio works as the Associate Director of the Career Development Center at SUNY Farmingdale. She holds a Masters Degree in Education from Adelphi University and an MBA in Management from Dowling

College. Ms. Ciaccio also has a Professional Certificate in Adult Career and Life Planning from NYU and is a Master Practitioner in the use of the MBTI (Meyers Briggs Type Indicator), a world renowned personality career assessment. Her topic, "How to Conduct a More Successful Job Search," provided insight into various ways to conduct a successful job search. She also spoke about the importance of utilizing all resources that are available and supplied students with numerous handouts and informative literature.

Our third speaker, Ethan Chazin, President of The Chazin Group, possesses twenty years of experience in the private sector, in many industries including: manufacturing, banking and financial services, business information, professional services, advertising, retail, and publishing. His presentation, "Brand New You: Market Yourself for Career Success," discussed the importance of knowing yourself in various aspects including values and beliefs, hobbies and interests, among other things. He also spoke about taking a strategic approach to networking and how to become a subject-matter expert.

The conference was a great success and we look forward to our next event.

## Dress for Success Sale

On October 28th, the Alpha Beta Kappa National Honor Society sponsored a "Dress for Success" sale. Clothing donations came from various staff and faculty members of both campuses. The sale was a great success. Thank you to all faculty and staff who contributed to the sale.

## Business Advisory Council Breakfast

The 2010 LIBI Business Advisory Council held their final meeting of the year. This council meets twice per year and is comprised of the President of LIBI, Chief Academic and Student Services Officer, Career Services staff, one Academic Advisor, and various faculty members. The council hosted five business representatives from within the community to join them for a breakfast at the Sheraton LaGuardia East. Representatives were asked to provide feedback regarding upcoming trends in the job market, networking opportunities, and strategies that can better prepare students for the transition from college to work.



## Washington D.C. Trip

On Saturday, November 20th, about 55 students left at 7 a.m. on a journey to Washington D.C. This was the first time that Long Island Business Institute ventured to our nation's capitol and it was a great success. This trip was a day tour that visited

various historical and educational sites. The day started with a ride in outer space when the students visited the



Smithsonian National Air and Space Museum. In this museum the students were able to learn about special aircrafts, spaceships, fighter planes, astronauts, and many other interesting air crafts. Then we headed off to take pictures at Capitol Hill and also the White House. The last stop of the day was at National Mall where we able to view the Washington Monument, the Lincoln Memorial, and the Vietnam Memorial. The day concluded with the LIBI family sitting down to have dinner and discussing their adventures for that day before they headed back to the city.

## Holiday Party

2010

As the year finishes and we prepare for 2011, what better way to greet the new year than to celebrate. This year we held the holiday party at the Mulan restaurant in the Queens Crossing Mall. It was a great time for all. We even had a few professors volunteer to sing holiday carols for everyone. A great way to wrap up a very busy year.



## Job Fair and College Fair

On Tuesday, December 7th, representatives from 13 local businesses attended our Winter Job Fair. Some businesses that were present included, Time Warner Cable, Affinity Health Plan, Pearle Vision, and the U.S. Department of Homeland Security/Border Patrol.

Students were dressed to impress with resumes in hand and were eager to network with the business representatives. The N.Y. State Troopers, FDNY, and U.S. Army were also in attendance. The overall turnout which included current LIBI students, as well as graduates was approximately 100. We are looking forward to more participation at the next job fair which will be held in spring 2011.

On Tuesday, December 14th, admissions representatives from six senior colleges were on campus to provide transfer information to LIBI students and graduates consisting of transfer credit evaluations and various program offerings. The college transfer fair was well attended and the next one will be held this coming spring.



## Financial Literacy Seminar

Long Island Business Institute hosted a financial literacy seminar on Thursday, December 9th at the Flushing campus and on Monday, December 13th at the Commack campus. "Ultimate Money Skills: College," presented by Monster in partnership with Bank of America, provided valuable information to students with regard to all aspects of financial management. Topics that were discussed included establishing and maintaining good credit, taking control of your money by creating and sticking to a budget, avoiding identity theft, and student loans. The students and staff received informative literature and the seminar was well attended.



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