



LABI Campus Summer Report: May-July 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

For more information, comments, or recommendations please contact Rebekah Rossi, Writing Center Director and compiler of this Summer Edition of the Campus Monthly Report. Front office: 626.968.1328 Ext. 3023 or email Brassi@labi.edu.

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LABI Presidential Report Summer 2015, Dr. Marty Harris, President

On behalf of LABI College, I am pleased to submit the Presidential Report regarding progress made at LABI College, Extensions, and LATS. For the months of May-July, we have consolidated area reports into one Summer 2015 report.

2015-2016 Strategic Goals:

1. Establish and LABI Foundation and related fund-raising initiatives
2. Launch New ExCEL certificate programs
3. Continue successfully with ABHE accreditation process
4. Strategic Tuition/Fee Plan Phase II launch (10% increase/consideration for fall 2015)
5. Build relationships with district churches and other churches aligned with our mission.

Progress on KPI's: The Human Resources Performance Appraisal Process has been updated and completed. All staff and administrators have successfully carried out an evaluation and appraisal process that included employee and supervisor ratings across twenty job performance variables, goal setting and strengths, and areas for improvement for each employee. Alliance for Higher Education officially endorsed LABI with Commendations. LABI College received official endorsement (June meeting) and commendations for its progress in meeting Alliance standards and expectations.

General Updates: Some other areas of progress include:

- Pastor Krystal Baca Selected as New Campus Pastor: We are currently renovating the pastoral house to accommodate her living needs.
- Weekly Enrollment Reports with Data Dashboards Developed and Implemented.
- Weekly Budget Reports with Data Dashboards Developed and Implemented.
- Kern Foundation Grant under development with Dr. Jesse Miranda.
- Five Year Strategic Planning Document Being Prepared for ABHE.
- Climate of Assessment and Research being Cultivate at LABI CQI
- Dr. Harris elected to the Executive Board for the Alliance for Higher Education.
- VPAA/Provost Position process developed, candidates interviewed.
- Partnership Meeting with Northwest University and Vanguard President Scheduled.
- Foundation Committee launches at LABI College.
- Alumni Association Website Launches at LABI.
- Strategic tuition adjustment/increase plan supported by Board of Trustees.
- Dr. Harris continues to speak/preach at SPD churches/LABI Extension Sites
- LATS Regional Extension Site Possibilities in Northern California Approved

-Discussion about SETEPEN and Possible Partnerships

Respectfully Submitted, Marty Harris, PhD President and CEO mharris@labi.edu Cell 951 534 6635
Business and Financial Report Summer 2015, Ruben Mora, Chief Financial Officer

2015-2016 Strategic Goals:

1. Finish our annual Financial Audit by Mark Toddhunter and Associates.
2. Finish also the yearly Workman's Comp by Guide One (scheduled 7/28/15).
3. Keep LABI College under the 96% expense-to-income ratio in 2015-16 school year.
4. Continue to work closely on student accounts, collecting past debt.
5. Finish the Self Study based on the Essential Elements.
6. Update Human Resources files prior to start of next school year.

Progress on KPI's:

Last fiscal year's bad debt ratio is at 6.59 %. Students will make payments to eliminate this debt before next semester starts.

Our expense to income ratio was negative for last fiscal year. We have instituted a budget to guide and assure a positive year.

Challenges/Opportunities:

The biggest challenge is "always" time. We are diligently working on all reports especially during the summer, when school is not in session.

General Updates:

The Board of Equalization report for April-June 2015 has been filed. The Business Operational Manual has been completed. We have established templates for presidential/community reports which are reviewed weekly. We are preparing for our yearly external audits.

Budget:

The Budget process has been completed. The budget for 2015-16 school year has been reviewed and approved by Board of Trustees.

Academic Department - Rudy Estrada Chief Academic Officer

2015-2016 Strategic Goals:

1. Progress toward completion of accreditation Self Study for July 2015
2. Progress in faculty training and assessments
3. Completion of student assessments and portfolios

Progress on KPI's:

- Graduation and Commencement: the Academic department led the 2015 Baccalaureate and Commencement with 1,000 guests in attendance and about 120 graduates. This event included detailed coordination and planning by every team member.
- CQI Assessment: Following graduation, the academic administration conducted/led the CQI assessment. This included surveys, gathering & interpreting data, creating a powerpoint, presenting to staff, and finalizing the “academic report”, which was compiled with every other department into a comprehensive “2015 Institutional Report.”
- Faculty Assessment Review: On June 4th the faculty mapped the entire Bible and Ministry program, connecting all courses to PLO's and revised course objectives, and created action plan for the following semester. Portfolios were reviewed and faculty made a SWOT analysis of the data. New action plans for future improvements have been articulated in our academic report.
- Accreditation Self-Study: In the month of June we continued to write and finish our self-study. This included various meetings about the process, requirements, and detailed guidance in each standard.

Challenges/Opportunities:

- Thus far, standards 1-3, 10 are completed, and we are almost finished with standards 9 and 11. Our goal is to complete the self-study in July 2015. This is both a tremendous opportunity, and a challenge under the time restraint.
- Fall Schedule: Recruitment and programming of the 2015 fall semester has been completed. This includes a total of 64 unit (25 courses). The schedule is set to be published and made accessible to students on August 1st. Online registration and the academic calendar for the semester is also completed. Student progress will be revised.
- Academic Calendar: We successfully had a strategic calendar meeting for the Fall 2015. The calendar was complied with various departments and communicated to the faculty.
- Articulation Agreements: Bethesda University/Pacific Oaks Transfer Agreements. New transfer agreements have initiated with these colleges. Dr. Ken Walters, the Dean of BCU, has received our information and desires to partner and promote within SPD. This is a possible partnership with another Pentecostal university.
- Admissions and Recruitment: Phone calls have been made to new students congratulating them and welcoming to the semester. Applications were reviewed and acceptance letters mailed out.

Budget: The academic department is in good standing with the financial department, and within its allotted budget.

Student Services Report Summer 2015, Robert Cerda, Dean of Student Affairs

2015-2016 Strategic Goals

1. To focus on a seamless leadership transition with new and existing student leadership.
2. To develop an award system for our Student Life Department.
3. To work with SGA to raise money for the senior outing in May.

It is my pleasure to provide to you a summary of the major activities related to student services over the summer months (2015).

Progress on KPI's & General Updates: Leadership Training Scheduled: We are pleased to announce that our detailed leadership training areas and instructors/facilitators have been identified. These areas include helping our student leaders identify, report and where warranted, address crisis situations, emergencies, and students who may struggle with a number of unhealthy activities.

Within student life we have also identified a number of positions that will be filled and have worked to fill those positions to support the student life experience. These included helping to expand the position descriptions that will be needed today and in the future, helping to identify financial support for key positions, as well as posting, interviewing and appointing new positions of leadership.

We are also pleased to share our great progress in streamlining student manual training that may include an on-line learning component to assure the knowledge and critical competencies within the manual are understood with sufficient knowledge and application. These on-line video trainings will “supplement” on-ground training also provided.

New student orientation and family orientation are also underway. We have planned activities for the fall semester to assure a robust, educational, spiritually grounded community/campus and retreat experience for our students.

Budget: All activities and events were done under budget.

Communications Report Summer 2015, Jessica Estrada, Chief Communications Officer

2015-2016 Strategic Goals:

1. Create strategic initiative posters for each department
2. Highlight staff members via social media videos
3. Work with the Student Life department to create an orientation video

Progress on KPI's: We conducted a Continuous Quality Improvement (CQI) survey and presentation review with analytics in May.

Challenges and Opportunities: New website investments have helped update the community on a wide scale with new information for alumni relations, LATS, Extensions, and LABI College.

General Update: Since the last communications report in April, the Media and Communications Department have accomplished a lot to effectively market LABI College, LATS, and Extensions. LABI College Alum Josh Escandon became an intern for the department and was later hired to serve as a Communications Specialist. Other items that have been accomplished include the: update of the website, new websites for Alumni, LATS and Extensions, and a promotional video for ExCEL. On May 26th, I prepared a report to share with the staff about the statistical data collected from surveys that monitor the communications of LABI from the point of view of its stakeholders. Within the presentation, I also shared the importance of understanding our consumer's journey. The statistics gathered and presentation responses showed to be overwhelmingly positive.

Budget: At this point, the Marketing and Communications budget is in good standing.

Alumni Association Report Summer 2015, Jessica Estrada, Chief Communications Officer

2015-2016 Strategic Goals:

1. Continue updating social media with updates of LABI College on the Alumni pages Facebook page
2. Review and update new alumni website as needed

Progress on KPI's:

Interaction on the alumni Facebook page is a key indicator that alums are engaging and keeping up with the latest news at LABI. Alumni have been donating to the college through the new LABI Forever website (www.foreverlabi.edu).

Challenges and Opportunities:

Opportunity: Having a dedicated alumni employee on board to take over the alumni association has helped. Josh Escandon has been helping tremendously in this area.

General Updates:

Early this month, a new fresh website was created specifically for alumni. It has many ways for alumni to connect with the college. The website offers alumni to pay for memberships. Gold lapel pins are given to members that pay for lifetime memberships. A Mail Chimp e-mail generators has been created for alums. This allows e-mails and mass communications to be sent to alumni so that they can be updated with the latest news at LABI College.

Budget

We are within budget for the Alumni Association.

Spiritual Formation Report Summer 2015, Krystal Baca, Dean of Spiritual Formation

2015-2016 Strategic Goals:

1. Pastoral Manual: Complete 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. Finalizing and creating report of Data.
4. Spanish/Bilingual Ministry: Searching for new Spanish Pastor.
5. Establishing part time pastoral positions.
6. Completing Standard 11: Academic Programs 11b. MINISTRY FORMATION

Progress on KPI's:

- Created a comprehensive outlined to initiate the collecting and organizing of data for the Pastoral Manual.
- Met with Ruben Mora, CFO to establish an initial listing of budgetary items.
- Contacting churches to establish mobilization possibilities.
- Creating chapel themes and contacting guest speakers.

Challenges or Opportunities: A budget is needed for potential chapel speakers. Part time Pastor positions need to be filled.

General Updates: We are setting standards for potential chapel speakers and establishing a reference list for professional counseling reference. Lastly, we are establishing whether or not to make morning prayer optional.

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

Library Report Summer 2015, Steven Valdez, Director of Library Services

2015-2016 Strategic Goals:

1. Establish a Library Management Handbook.
2. Hire part-time librarian to successfully meet ABHE accreditation requirements.
3. To purchase Ebsco.com online resources for LABI College library use as to meet the requirements of the ABHE accreditation process.
4. Establish agreement with Rio Hondo Community College, Biola University, and Azusa Pacific University for usage of library resources.
5. Purchase of a library books security system.

Progress on KPI's:

All library books were checked-in and returned by the end of June. The library department self-study for the 2014-2015 academic school year has been completed and submitted. A SWOT analysis was used to evaluate the strengths, weaknesses, opportunities and threats of library. The SWOT analysis was successfully performed, and the library department has benefited due to the research results.

Challenges/Opportunities:

- The increase of 2 volunteers help enter book information onto LABI College online library catalog.
- The addition of student volunteer, Janell Lopez, LABI College first official Student Librarian.

General Updates:

- Catalog database growth from 2,500 volumes to 4,500 volumes on www.libraryworld.com
- Philosophy, Psychology, and Sociology categories (B-BN) cataloged and ready for complete check-out/check-in and/or reserve using LABI College online library services.
- All library information is ready and available online under the library page at www.LABI.edu

Budget: The Library is in good standing with the financial office.

With love & respect,

Steven Valdez, MLS (CAND.)

Director of Library Services

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Enrollment Management Report Summer 2015, Eli Vega, Chief Enrollment Officer

2015-2016 Strategic Goals:

1. Fall class recruitment status
2. Promotion & Recruitment
3. Institutional aid

Progress on KPI's & General Updates:

(7/21) We are working with 142 applicants, 82 strong leads and 30 completed Fall applications.

We are continuing our efforts of contacting all strong leads by email, phone, and social media hoping get more strong leads to complete admissions application by 7/30. In partnership with the academic dean, we will create a list of all returning students along with new students for an estimated number for the fall semester prior to registration day (August 13-15).

In addition to our daily office work of phone calls, emails, and letters, we hosted 4 Open Houses (6/20, 6/27, 7/18, 7/25) all on Saturdays from 9am to 11am and offered to wave all application fees of any new student attendee. We also created staff promo videos highlighting different departments/ areas, participated in several youth leaders trainings educating youth pastors on the importance of higher Christian education, and started a mini tour, visiting churches on the weekends promoting higher Christian education.

Challenges/Opportunities: With presidential blessing, a new institutional aid committee has been put into place (Rudy E., Ruben M., Gabriela M., and Eli Vega., Robert C.) to help with the process of awarding scholarships, work-study, and incentives. A new electronic version of the Institutional Aid application was created/sent to all new and returning students. Two meetings were held; all scholarships and work-study and incentives have been awarded to all eligible, and will receive a letter and email of the amount that has been awarded to them.

Budget: We are within our budget.

Registrar Report Summer 2015, Sara Lopez, Registrar

2015-2016 Strategic Goals

1. LABI Graduation 2015
2. CQI Assessment- Academic Institutional Report
3. Assist/Participate in Faculty Meetings
4. Preparation for Fall Semester 2015

Progress on KPI's & General Updates:

In our Baccalaureate and Commencement on May 15-16th, 2015 we had over 1,000 guests in attendance and about 120 graduates. Graduates included were Latin American Theological Seminary, Associate Degree, and LABI Extensions students. This event included detailed logistics and planning by every team and department, coordinating the event, and ensuring that our graduates were satisfied. After the graduation festivities and course grades were finalized, I reviewed the applications along with transcripts to verify the student's completion of 66 units. Once the degrees were ordered and received, I ensured they were mailed out to the correct address. In addition, a copy of the degree was filed in their records with a copy of their unofficial transcript.

Furthermore, in the month of June we continued weekly meetings to finish our self-study. The meetings included clear description of each department's standard, requirements, and process. All standards need to be submitted by July 31st, but thus far, standards 1-3, 9-11 are completed. On June 4th the academic department had a faculty meeting review that included mapping all the bible and ministry program courses to the course objectives and PLO'S.

Currently, we are preparing for the start of Fall Semester 2015. The course programing and scheduling has been completed with a total of 25 courses. Registration for returning students will be accessible on August 1st through Populi. In preparation to the semester the faculty and academic dean will meet on Thursday evening, July 30th.

Challenges/Opportunities:

This year, four degrees were held back due to outstanding balance and pending units. Following the graduation, the academic administration conducted a CQI assessment that including analyzing surveys, gathering data, interpreting results, creating a PowerPoint, presenting the data to the staff and faculty, and finalizing the CQI with an "academic report."

Budget: Academic Department budget is at a good standing.

Residence Life Report Summer 2015, Sandra Cerda, Residence Director

2015-2016 Strategic Goals:

1. Support social, academic, and spiritual life of our students
2. Manage and train Residence Life team

Progress on KPI's:

In an effort to assess and improve the Residence department, surveys were distributed on the 11th and 12th of May. Overall, we had 32 participants, 12 male and 20 female and as a result to the assessments, we receive some very positive feedback and areas of opportunity, therefore, the residence department has made adequate changes to meet the needs of our students for the Fall 2015 semester. For example, in support of the spiritual life of the campus, the Resident Assistant on each floor will conduct weekly devotionals. To promote the social life of the student, we have planned: Beach day, School Spirit week, a garage sale, and a couple of recreational activities amongst the administration and students.

Challenges/Opportunities:

We are pleased to welcome Nallely Cabrera and Lori Rocha to the Residence team. In addition, Karen Perez is the new hire as the Head of the Janitorial department.

General Updates:

The Chief of Student Affairs Officer and I have been working on the training agenda for our leadership team. Thus far, we have four full days of training, which consist of 11 relevant topics given by our members of the Presidential Cabinet team.

Budget:

The Residence department is within our current budget.

2015-2016 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

Progress on KPI's & General Updates:

- We established two new study centers: one in the city of Santa Ana, CA., at Templo Calvario Church. We began with fourteen students. The other one is in Torreon, Mexico. It began with eighteen students. The officer executive District of the Assemblies of God is very grateful for this study center!
- We developed the LATS online site: www.latsca.com. This will be an invaluable medium of communication for students, coordinators, teacher and new candidates.
- An assistant was hired to work in the archives of LATS. It is a sensible job to properly keep student records.
- We contacted pastor Maria Magdalena Campos Montoya to establish a LATS study center in the city of El Paso, TX. The purpose is to initiate in September.

Opportunities:

We contacted Rev. Cuauhtémoc Aguayo to re-structure another study center in the Chula Vista area to begin in late September.

Budget:

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

LABI Extensions Report Summer 2015, J. L. Saavedra, Associate Dean

2015-2016 Strategic Goals:

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

Progress on KPI's & General Updates:

We have concluded the second quarter of the academic calendar 2015. A total of fifty-three extension centers are operating, of which forty-six reported classes in the May-July quarter. We have a total of approximately 877 students.

In the current year, five new extensions have opened; East Los Angeles in the Príncipe de Paz Church, with 20 new students registered. The second new extension is in the city of Tijuana, Baja California in the Amistad Cristiana Church, with 40 new students registered. The third extension is in Victorville in the Restauración Church, with 50 new students registered. In the city of Chula Vista with 35 new students and lastly, in the city of Orange with 12 new students.

The second online class of 2015 is in process, a total of 75 students are involved in this program, by this it means we are reaching students in Uruguay, Colombia, Guatemala, Mexico and the all over the U.S.

Challenges/Opportunities: The goal for 2015 is to register 200 new students.

Budget: We are currently within our budget.

LABI College Dining Commons Report

The dining commons were closed over the summer, and will reopen August 17th for the Fall semester.

Student Governance Association Report Summer 2015 Dulce Gonzalez, Ivan Chavez, SGA
President

2015-2016 Strategic Goals:

1. Make a smooth transition between 2014-2015 SGA Team and the new 2015-2016 SGA Team
2. Keep SGA Team updated with future dates and schedules.

Progress on Key Performance Indicators:

1. The Senior Outing was a total success, a great way to end the year in fellowship with one another.
2. The new SGA Team is now in office and ready to set sail for the upcoming year.
3. The 2014-2015 SGA Team left their mark by raising more than the expected funds for the SGA account. Also, they paved the road to the new SGA Scholarship opportunities.

Challenges:

1. Becoming familiar with the SGA terms and conditions based on the SGA Constitution.
2. Taking on the SGA accounts and adapting to a new leadership role.
3. Effective communication between the new SGA Team for upcoming fall events.

General Updates: SGA finished the year strong, leaving the new SGA Team with a solid foundation for the upcoming year. The new SGA Team have begun to affirm their team cooperation amongst each other, and agreed to maintain communication throughout the summer, and take part in any school affairs that are open to our appearance during the summer.

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

The 2014-2015 SGA Team closed out the school year with \$205.75 in the SGA account. After graduations sales, the new SGA Team made a profit of \$425. Altogether, the SGA Team will begin the upcoming new year with \$630.75.

Writing Center Report Summer 2015, Rebekah A. Rossi, Writing Center Director

2015-2016 Strategic Goals

- To accept 3 tutors and have each complete our extensive for Fall training
- To hold six writing workshops
- To bring awareness of our presence, and to educate on Writing Center procedures

Progress on KPI's: Jenny Santana, Walter Cortez, David Martinez, and Juan Molina have completed our training on 6/29/15 to be volunteer tutors in the Fall! Rose Miramontes completed the application process and has been accepted as our new student tutor to be trained next month. A new schedule of Workshop Weeks (one workshop repeated five times throughout one week a month) has been established for Fall. A Summarizing Chapters workshop was held 6/30/15. Peters' class of 4 attended, and it seemed to be successful for its intended assignment.

Challenges or Opportunities: The Writing Center has been available for Summer School students, with four appointments on the calendar! We have begun testing incoming students with two completed. It takes 45 minutes on average to complete, which may be challenging for smooth execution of the new student registration process.

General Updates: Many physical improvements were made to the office: new furniture and décor, AC unit, and doorknob. Many handouts were created for tutoring sessions, based off of requests and noticed needs from the Spring semester. A beautiful promotional video for the Writing Center was also produced by the Media department, and was met with great reception!

Budget: Of our initial makeover budget (\$1680), \$1,115.38 was spent. The remaining \$565 was returned to the school's general budget. A new budget of \$500 was established per semester to follow. The following items were purchased for the office's vintage makeover: Wall shelves, picture frames and knick-knacks, LABI block letters, and a storage "nightstand".

ExCEL Certificate Program Report Summer 2015, Gabriela Mora, Program Coordinator

2015-2016 Strategic Goals:

1. Create schedule for new “semester” of ExCEL
2. Strategize new recruitment concepts

Progress on KPI's & General Updates:

1. Maintenance of all registered students
2. Promotion of ExCEL by using Social Media

During the months of May, June, and July, ExCEL has continued and moved toward its half way mark of its “semester”. Every Saturday our students are learning the key objectives of Psychology & Pastoral Care. We have maintained all of our originally registered students (6) and continue to plan for a new session or “semester” of ExCEL. During the month of June, our Chief Marketing Officer (Jessica Estrada) made a short video clip of current ExCEL students, and there journey of transformation as they embarked into this new sea of knowledge. The video clipped was posted on social media and is also going to be used as promotional material when promoting at churches, conferences, and other events.

Challenges/Opportunities:

The new “semester” of ExCEL is set to launch early January. Our goal is to reach and equip those church leaders, ministers, and or church members with the passion of helping others. We hope to double our student count and also offer different courses i.e. Christian Studies, Church Business, and Psychology & Pastoral Care.

Budget Progress:

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

Facilities Report Summer 2015, Robert Cerda, Chief of Student Affairs

2015-2016 Strategic Goals:

1. To seal the vents under the building to prevent creatures from making it their dwelling.
2. To empty out the blue storage bin in the back to make room for the extra storage.
3. To remodel the dorms by painting hallways, lobbies, and new flooring.

It is my pleasure to provide a summary of projects carried out through the summer of 2015.

Progress on KPI's & General Updates:

1. Pastoral House Remodel: We are excited to have our new full time pastor Krystal Baca join LABI this fall. In helping to prepare her new position, we have dedicated the pastoral house for her to work in but also live in. This has required a number of upgrades to the current facilities. These have included but are not limited to: painting, plumbing, flooring, small kitchenette type area, and related.
2. Apartment Remodel: Our missionary in resident/writing center director, Becky Rossi has moved into her new apartment and she is now settled. Painting, minor plumbing, and a face-lift (painting) the kitchen cabinetry was carried out. Additionally a brand new air conditioning unit was installed successfully.
3. Writing Center Upgrades: We also spent some time painting, adding a ceiling fan and AC to the writing center area to provide a more comfortable atmosphere for all.
4. Campus/Community: Palm Trees have been trimmed back, providing for a more aesthetic/beautiful reflection of our landscape. Fountain motor/water pump installation is in process. This should be carried out in the next week or so. Finally, in preparation for a new position, we have moved a few offices and are scheduling to paint this week.

Budget: N/A



Building a Branding & Marketing Culture @ LABI

Staff

Branding LABI College is important for each staff member to practice routinely while at work. Here are some simple ideas that will help each staff member ensure that they are showcasing LABI College in their work environment.

Badges: Always wear the LABI College name badge while at work.

Friday LABI apparel/casual day: LABI staff are encouraged to wear LABI apparel on Fridays but can also be dressed casually (except if a Board or Accreditation meeting is taking place).

LABI paraphernalia: All offices are encouraged to have LABI paraphernalia where possible.

E-mail standardization: Please ensure that your e-mail signature has the LABI Logo photo and follows the example listed below. Jessica Estrada, Chief Communications Officer, will be checking all employee e-mails to ensure they are consistent with the new guidelines.

E-mail “privacy” disclaimer: All employees are encouraged to add the following privacy disclaimer statement to the bottom of their e-mail signature:

“This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It contains information from LABI College, which may be privileged, confidential, proprietary and exempt from disclosure under applicable law. Dissemination or copying of this email and/or any attachments by anyone other than the addressee or the addressee's agent is strictly prohibited. If this electronic transmission is received in error, please notify us immediately by reply email or by telephone at (626) 968-1328, and destroy the original transmission and any attachments, without reading or saving them. Thank You.”

Mission and new value Statement: All employees are encouraged to make it a point to memorize and understand the LABI College mission and new value statement. Please note that the mission statement is located at the bottom of the weekly meeting agendas.

Area Identity statements: Each department will be responsible for creating a 3 sentence area identity statement. These statements will explain how each department supports the mission of LABI and their purpose. Both Jessica Estrada and Dr. Marty Harris will meet with each department individually to create their area identity statements.

Logos on documents: Ensure that the LABI logo and seal is on every flyer, manual, and document that represents LABI College

EXAMPLE:

Jessica Estrada
Dir., Communications & Alumni Relations



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