



LABI Campus Monthly Report: November 2017

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: Dr. Marty Harris, PhD

For more information, comments, or recommendations please contact Nehemias Romero, Chief of Staff and editor of the LABI Campus Monthly Report. Office: 626.968.1328 Ext. 3027 or email nromero@labi.edu.

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November 2017 Presidential Report: Dr. Marty Harris, President & CEO

LABI College Accomplishments Year 2017

On behalf of the Chairwoman of the Board of Trustees of LABI College, Dr. Grace Morales-Scott, we wanted to share with you some of our progress this past year at LABI College. These plans and accomplishments assure that LABI is giving the best opportunities and education to our students and churches. See highlights below and departmental reports in the following pages.

Over \$1 Million in Family Foundation Grant Awards

LABI has also utilized various networks and relations to gain access to grants. In 2016, LABI College partnered with the Jesse Miranda Center and was awarded a \$550,000 grant from a family foundation. The goal of the grant is to educate and equip pastors and church leaders on the benefits of how our faith can be influenced by work and the economics of our church, community, and family. This month of November, LABI College was awarded another \$500,000 grant from this same family foundation. The grant is tied with our new Bachelor in Theology program, and involved over six months of prep work, grant revisions, collaborative discussions, meetings, and some travel, and is tied to training pastors (undergraduate and graduate) in an efficient model and including a joint venture with a sister institution. This month of November, LABI College received an additional \$200,000 grant, this time from another family foundation. This grant is tied to a four-year plan for improvements throughout the LABI College campus. These various foundation grants will aide not only with campus improvements, but also with Title IV and State of California expectations for the College.

Dr. Grace Morales-Scott Women's Leadership Institute (February 2018)

LABI is launching a new Women's Leadership Institute named in honor of our Chairwoman of the Board Dr. Grace Morales-Scott. Dr. Grace has vast experience in ministry and the secular work place. She is an alumna of LABI and has been one of its biggest advocates. She was the first woman Academic Dean at LABI, first woman Chair of the Board, and now first President of the LABI Foundation. Please join us February 24th at 6pm in the LABI Chapel to celebrate the life and legacy of Dr. Morales-Scott, and to inaugurate this new Women's Leadership Institute at LABI. For more information, please contact us at info@labi.edu.

Association for Biblical Higher Education

LABI recently (July 2017) received ABHE approval to launch a new Bachelor's program. During his recent visit (August 2017), ABHE Commissioner Dr. Ron Kroll praised LABI's progress in key areas, and offered a path for LABI to receive accreditation a year earlier. The early Self Study submission was requested within this year's annual report due in November.

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November 2017 Financial Report:
Ruben Mora, Chief Financial Officer
Gabriela Alvarez, Business Office Assistant

Narrative Summary:

During the month of November, we completed many important tasks. One important highlight being our first GAGAS Financial Audit. This type of audit is different from our former audit, in that it is conducting using Generally Accepted Government Auditing Standards. This type of audit is required to apply for Federal Student Aid through the department of education. The audit was completed with no major issues.

Moreover, we have successfully collected the third payment cycle from students and have sent out letters to those who have a pending balance. One of the processes for student semester “check out” is to be signed off with the business office. As we get ready to close out this Fall 2017 semester, we anticipate student visits to the Business Office to finalize their checkout process and receive information on how to prepare financially for next semester.

Additionally, minor improvements for the Library and Writing Center were approved. New technology for the conference room has also been purchased. Thanks to the holiday season, we have also continued to rent out our Chapel, Classrooms, and Dining Hall on the weekends to bring in more revenue. Lastly, as we celebrate a month of Thankfulness, we thank our monthly donors such as church donations, individual donations and AG District donations who faithful give and support the mission and vision of the College.

<u>2017-2018 Strategic Goals</u>	<u>Progress</u>	<u>Key Performance Indicators</u>
1. Keep LABI College under the 96% expense-to-income ratio.	On Target	- Adherence to budget - Managing resources
2. Manage resources to end school year in the black.	On Target	- Adherence to budget - Managing resources - Cultivating revenue streams

Budget: The Business Office is on track with its departmental budget.

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November 2017 Academic Report:
Rudy Estrada, Dean of Academic Affairs

Narrative Summary:

The Academic Leadership Team (ALT) of LABI College is collaboratively and effectively serving the students and faculty. We have completed our ABHE accreditation progress report which includes key updates on the various aspects that were reviewed in our last accreditation visit. With regard to academic administration, there are several key goals of the month that we have accomplished. We have focused on the month of November to communicate with students. We sent mass emails to students about last day to drop classes, graduation application deadlines, key dates for spring registration, move-in dates, and portfolio due dates with presentation schedules. We also created a practicum spreadsheet to track our students' service that will give us an analytical map of what and where students are serving in ministry. We have advised about half of the student body with the hope of meeting with all students by the end of the year. Our goal is to meet with each student and academically register them for next semester.

Next semester's schedule is also finalized with the addition of new classes for all degree programs. In addition, faculty contracts have been sent out. We are glad to report that we are hiring a new faculty member, Juan Lopez. He has earned his Master degree from Pentecostal Theological Seminary in Cleveland, Tennessee and will be teaching Church History I. Lastly, the academic team is launching portfolio presentations on Friday, December 1st. This year, we have 4 students graduating from the Bible and Ministry Associate degree program.

Strategic Goals 2017-2018	Progress	Key Performance Indicators
1. Accreditation	On Target	Completion of Progress Reports
2. Academic Rigor	On Target	Completion of Faculty Evaluations
3. Academic Logistics	On Target	Finalizing schedule for Spring 2018

Budget: The Academic Office is in good standing with its departmental budget.

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November 2017 Extensions Report:
Jose Luis Saavedra, Dean of LABI Extensions

Narrative Summary:

In the Latin American Bible Institute Extensions Program, we are concluding the last quarter of the 2017 academic calendar. Eight new extensions have started the program this year, they are located in the cities: Tollezon, Arizona; Cathedral City, California; Bell Garden, California; La Habra, California; Vista, California; Richmond, California; The Vegas, Nevada; Albuquerque, New Mexico.

The mission of equipping the new generation of Latino Leaders in the local Church is being fulfilled; Pastors, Teachers, Leaders, students have invested time, talent, gifts, finances, effort in 2017. God has rewarded all this in Congregations where our students are serving and committed to the mission of God.

I must also inform that the extension in our Campus (La Puente) has had a remarkable growth. In this last quarter, a total of 70 students attend regularly every week, either in person or online. God has been good at supporting and opening doors in regions where there is need in the local Church.

We give thanks to God because this year like the previous year God has been faithful, each student is a testimony of it. So, we can say with confidence and gratitude that we are fulfilling the mission that God gave to LABI.

Strategic Goals 2017-2018

- | | Progress |
|---|-----------------|
| 1. Monitor the progress of the academic calendar for 2017. | On Track |
| 2. Promote the opening of new LABI Extensions. | On Track |
| 3. Promote the development and systematization of the online class program. | On Track |

Progress on KPIs

- | | Progress |
|---|-----------------|
| 1. 90% of Extensions are running regularly | On Track |
| 2. Seven new Extensions has commenced operations in 2017. | On Track |
| 3. Our internet extension program is in full development. | On Track |

Budget: The Extensions Program is in good standing with the budget.

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November 2017 LATS Report:
Denis Rivera, Associate Dean of LABI Extensions

Narrative Summary:

This month, winter quarter is beginning with great news. We are very grateful before the Lord because we are going to open two new study centers. One of these centers will be in Tijuana Baja California with Rev. Carlos Silva (Amistad Cristiana) at the end of January. The other center will be in Seattle, WA beginning the third week of January with Rev. Eliseo Torres (an Assemblies of God minister) and Ruben Aguilar (a minister from Church of God of the Prophecy). We are encouraged to find collaboration with brothers and sister in Christ from different denominations.

During this time of the year, we also take opportunity to review our curriculum. The curriculum review process involves reviewing each subject of study and courses taught at our study centers. Adequate Spanish textbooks are also reviewed for each course, and the means to acquire them are also solidified. We achieve this task with the help of our regional and local professors and other academic colleagues. LATS continues to operate with impetus, opening new study centers and firmly controlling the grade reports of each center to keep student records up to date. As our core operational value statement indicates, we move and operate with excellence, transparency and innovation.

Strategic Goals 2017-2018

Progress

- | | |
|---|----------|
| 1. Healthy growth in the LATS academic program. | On Track |
| 2. Programming courses, coordinating professors, dates, and location per quarter. | On Track |
| 3. Improve the academic quality of each LATS extension. | On Track |

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

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November Report 2017 Student Life & Residence Life Report: Rebekah Loufik, Dean of Students

Narrative Summary:

On November 8th, Loufik held a Building Safety Captain (BSC) training. In this meeting, the nine chosen BSC's were given an updated manual and a new checklist. The BSC's are: Erika Ramirez (Front Office), Nehemiah Romero (Kitchen and Diner), Krystal Baca (Foundations Office, Pastoral House and Chapel), Nely Reyes (Upstairs Dorms), Alan Guzman (Downstairs Dorms), Extensions (Alma Rincon) and Terry Bonfil (Classrooms and Student Union). The evacuation system was altered to include an alphabetical line-up. Notices were posted a week in advance and the alarm company, fire stations, and SPD were all notified. Updated maps clearly marking the Designated Meeting Point were posted in each building. The drill was 11/15 at 9:00am and it went well. The school drill time was 8:02. Loufik had already met with the technician from the alarm company prior to the drill to go over alarm issues, but also scheduled another meeting to check the alarm system on 11/21. Loufik crafted a drill evaluation form, and wrote a detailed report. The next drill will be for an earthquake. Loufik registered LABI on ShakeOut.com in order to access more resources for this process. This month, some needed updated for the Student Manual were observed. After meeting with key administrators, recommendations were made for Student Manual, which include language on student counseling and a policy on vaping. SGA held a successful Thanksgiving Lunch with the theme, "Together" on 11/15. Delicious food, fun games, and sweet fellowship were had for the whole community. SGA continues to plan their Christmas banquet coming up next month. The student check-out process for break went as planned, and the system was updated with Alan Guzman. SGA and 16 students represented LABI College well with the Admissions team at SPD Youth Convention from 11/17-19.

Strategic Goals 2017-2018

	Progress
1. To promote ministry, education, fun, and fellowship	On Track
2. To promote and uphold campus safety and student services	On Track
3. To promote a Pentecostal community of student leaders	On Track

Progress on KPI's: A new workshop is being crafted on "The Self" and moral is up!

Budget: Student Life office is on track with its budget.

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November 2017 Enrollment Report: Heidi Lepe, Director of Enrollment

Narrative Summary:

In the month of November, the Admissions Team completed 7 recruitment events for LABI College. In the beginning of the month the Enrollment office initiated Facebook, Instagram, email and phone call marketing strategies to create awareness for the Scholarship Onsite Acceptance Night on November 9th. Eight prospects registered and attended this event and two applications were successfully accepted while four others were conditionally accepted by the end of the night. Recruitment strategies were also prepared for five conventions during this month and one church visit. Director of Enrollment Heidi Lepe promoted LABI College to Iglesia de Jesus Minsterio de Judah in South Central Los Angeles with Youth Leaders and Pastors of a 600+ member congregation. Staff Gaby Alvarez promoted LABI College in the Women's Convention at Maui, Hawaii, Victoria Rivera in the SWD (Arizona) Youth Convention, Krystal Baca in the NHD (Portland) Youth Convention, and Marilyn Campos and Heidi Lepe in the SPD and NPLAD Youth Conventions. The Enrollment team created goals for interests cards and applicants (prospects who began application only) per convention to measure efficiency of recruitment effort. The SWD Convention goal of 40 interest cards and 5 applications, resulting 14 interest cards and 2 applications. SPD Convention goal of 50 interest cards and 10 applications, resulting in 41 interest cards and 0 applications. NPLAD Convention goal of 40 interest cards and 5 applications, resulting in 15 interest cards and 1 application. NHD Convention goal of 20 interest cards and 3 applications, resulting in 33 interest cards and 1 applications. Maui Convention brought in 2 inquiries.

Strategic Goals 2017-2018	Progress	Key Performance Indicators	
1. Scholarship Onsite Acceptance Event	On Target	KPI:	8 attendants
		KPI:	2 completed applications
		KPI:	4 conditional accepted applications
2. 5 AG Youth Conventions	On Target	KPI:	4 applications started for Recruitment
		KPI:	105 interest cards

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November 2017 Marketing Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

The month of November for the Marketing Department means a lot of preparation for Conventions happening all across California. In this month, the Admissions Team travels to promote the College so it is our job to ensure that the team is fully stocked with apparel and physical printed promotional material. Part of this preparation was creating and ordering the new LABI College Admissions Viewbook. This item is vital to our team because it contains information that every prospect would want to know, for example: tuition cost, academic program offered, campus life, and spiritual life. As we continue to sell and promote our new apparel we noticed that a new shipment of LABI College crewnecks needed to be ordered so our team had them ready to go by the time of our first convention of the month. A big project that was taken on by our team was promoting and preparing for the Admissions Team's event the *Scholarship and Onsite Acceptance Night*. This event was held on November 9th, so in order to properly promote this event we created videos, physical schedule flyers, as well as constant social media posts to keep those interested up to date and engaged. During the actual event, we had a Photo Booth set up so families and prospects could snap a picture. Our intention behind this project was to encourage those taking photos to post and check-in to help promote what is happening here at LABI College. The Marketing team currently has some pending projects such as the promotional video for the Dr. Grave Morales Women's Leadership Institute. We are currently in the filming process and are slowly piecing this project together with every interview we get. With direction from the President. Dr. Mart Harris and Chief of Staff, Nehemias Romero, we strive to have this video done by the beginning of December.

Strategic Goals 2017-2018

1. Revamp of the LABI College website (84% Completed)
2. Reach 7,000 followers via Facebook.
3. Post daily on our social media outlets.

Progress

On Track
On Track
On Track

Progress on KPI's

1. Total Facebook page likes as of today: 3,722
2. Total Instagram followers as of today: 1,357

Budget: The Marketing and Communications budget is in good standing

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President's Executive Cabinet Meeting

November 28th, 2017

10:00am – 11:00am

Executive Cabinet Members: M. Harris (Chair), K. Baca, R. Estrada, H. Lepe, B. Loufik, R. Mora, V. Rivera, N. Romero.

President's Cabinet Agenda

1. Devotional (B. Loufik)
2. Approval of Minutes
3. Student Christmas Party
4. Presidential Updates (M. Harris)
5. Academic Updates (R. Estrada)
6. Enrollment Update (H. Lepe)
7. Student Life Update (B. Loufik)
8. Spiritual Life Update (K. Baca)
9. Off The Record

Next President's Cabinet Meeting: **Tuesday, December 12th, 2017 at 10:00am**

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President's Executive Cabinet Meeting

November 28th, 2017

10:00am – 11:00am

Executive Cabinet Members: M. Harris (Chair), R. Estrada, H. Lepe, R. Mora, V. Rivera, B. Rossi, N. Romero.

President's Cabinet

MINUTES

1. Devotional (B. Loufik): Loufik gave a devotional on the importance of names in our society, and how we should surrender our names for the name above all names, Jesus.
2. Approval of Minutes (10/24/17): Minutes for last cabinet meeting were approved.
3. Student Christmas Party: Logistics and communication of the student Christmas party were discussed. The Christmas party is set for Friday, December 1st.
4. Presidential Updates: Dr. Harris has finalized a Grant Progress Report due November 30th. A second grant has been awarded, and the College will receive funds in December. A third grant has also been given to the College, tied to multiple campus improvement projects.
5. Academic Updates: The Academic office has made preparation for the Spring semester. Current students have been registered for Spring semester courses. Student portfolio presentations for several graduating students are scheduled for Friday, December 1st. Courses are being finalized, and an Academic calendar meeting will take place on December 11th.
6. Enrollment Update: Various Youth Convention recruitment opportunities went well. With over 120 leads, the enrollment office now has the task to “close the loop” making leads into applicants that eventually enroll for the Spring semester.
7. Student Life Update: The Student Christmas Party is scheduled for Friday, December 1st. All staff and students were invited. SGA has been helping with this. Few adjustments have been made as Residence Director Alan is taking personal time off.
8. Spiritual Life Update: The Pastoral office has begun plans for the Spring semester. Important events include the ICPC Preaching event and Spiritual Emphasis week.

Next President's Cabinet Meeting: **Tuesday, December 12th, 2017 at 10:00am**

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