



LABI Campus Monthly Report: September 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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September 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 accomplishments assure that LABI is giving the best opportunities and education to our students and churches. See Highlights Below.

LABI alumni have gone on to earn degrees from Vanguard, Biola, APU, Fuller, Southeastern, Northwest, Cal State, USC, UCLA, Princeton, Duke University, and many other colleges. Accreditation: LABI is officially recognized as a Candidate Institution by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE). AG Higher Education Endorsement: Successfully, satisfying “all” criteria, LABI College is fully endorsed by the Alliance for Higher Education of the Assemblies of God. LABI is an Affiliate Member of the Hispanic Association of Colleges and Universities. LABI is registered with the California Board of Private Postsecondary Education (BPPE) and though currently “Exempt” is intentionally seeking state approval for its academic programming. LABI is actively pursuing Financial Aid eligibility through the U.S. Department of Education. LABI is an official partner with the OIKONOMIA Network. A network of prestigious Bible Colleges/Seminaries that include: BIOLA, APU, Fuller, Asbury, Dallas Theological and others.

All LABI faculty have earned degrees (Masters and/or Doctorate) in their field of Study. LABI maintains one of the lowest costs of higher education within our geographic region. Our students graduate on average with “zero” debt. LABI recently (July 2017) received ABHE approval to launch a new Bachelor’s program. LABI has over 60 extension site locations with 1200+ students, and over 300+ students within our Latin American Theological Seminary. LABI has launched (2017) the LABI College Foundation. The Foundation has an exclusive purpose to raise funds for scholarships and endowment. LABI is poised to launch (2018) the Hispanic Association of Christian Higher Education (HACHE). This national association will bring experts in Higher Education together to provide. Please review the details and progress highlighted within the reports below including from department areas such as academics, enrollment, student life, library, pastoral house, and others.



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

Narrative Summary:

As we get closer to the halfway mark of the semester, our office continues to move forward with student services. We have successfully collected the first payment cycle from students and have credited the first weeks of work-study to their accounts. In addition, we are strategizing new ways of better serving our Extensions community. The Business Office is also preparing for the first ever GAGAS Financial Audit. In other ways to better serve our staff, internal processes have also been revised.

Though summer has come to an end, we have had several investments into the maintenance and keep of our AC units. Other dorm repairs have also been accomplished. Additionally, our sprinkler setup and timers have been revamped and are working more efficiently.

Monthly donations such as individual donations, church donations, and Southern Pacific District donations keep coming in. We have also continued to rent out our Chapel, Classrooms, and Dining Hall on the weekends to boost our school's revenue.

Each department has produced "Strategic Goals" for the year that align to institutional goals and planning. Progress of these goals are measured by "Key Performance Indicators." Both are listed below:

2017-2018 Strategic Goals

1. Keep LABI College under the 96% expense-to-income ratio in 2017-18 school year.
2. Manage resources to the end of the year to ensure finishing school year in the black.

Progress on KPI's

1. We are spending below the 96% expense-to-income threshold at this moment.

Budget: We continue to work on a limited budget.

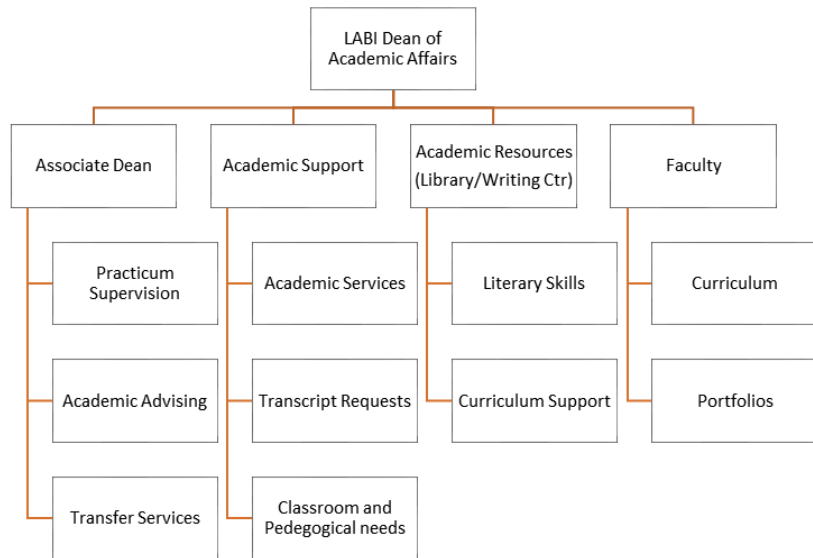
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September 2017 Academic Report:
Rudy Estrada, Dean of Academic Affairs

Narrative Summary:

The Academic Leadership Team (ALT) of LABI College is collaboratively and effectively serving the students and faculty. The team, consisting of Victoria Perez, Associate Dean, Terry Bonfil, Academic Support Specialist, and Rose Miramontes, Director of the Writing Center. We meet weekly to discuss academic procedures, processes, and solve problems pertaining to student concerns and academic issues. As we plan for the future academic enterprise of LABI, the following delineation of roles and expectations have been proposed. In the event LABI continues to assume BPPE responsibilities, reports, and expectations, the following roles and responsibilities for the Associate Dean have been created. This includes assisting the DAA in providing oversight of all integrative practicum supervision, continue to foster student support of academic advisor and transfer services, and serve as an administrative faculty member. The Academic Support Specialist works closely with the DAA to ensure that academic services and support for students and faculty are met. As we continue to find a head librarian, the Director of the Writing center has provided oversight and management of the library until the position is filled. And along with the DAA, the faculty is responsible with curriculum needs, assessment, and portfolio approvals. To the right is an organizational chart of the Academic Leadership Team.



In regard to other related areas here are some updates: Accreditation-we are currently drafting the ABHE progress report which will include compliance updates and petition for a site visit in the Fall of 2019. Library-we have a potential hire of the librarian who has a MLS degree who will start in 2018. Faculty-we are currently planning for a faculty brunch on October 7th. Academics-we are reviewing practicum supervision, the process, and the academic requirements of the courses.

Each department has produced “Strategic Goals” for the year that aligns to institutional goals and planning progress of these goals. Both are listed below:

2016-2017 Strategic Goals

1. Improve retention and attrition
2. Maintain academic rigor and competitiveness
3. Improve and enhance academic logistics

Budget: Under Review

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September 2017 Library Report: Rosemarie Miramontes, Writing Center Director

Narrative Summary:

Library operations have been running smoothly this month. The students have begun utilizing the resources provided in the library more due to assignments and papers that require more book resources. Library student workers have focused on keeping the library clean and organized the books to face forward. Front-facing the books and organizing shelves has allowed the students to see and know the different sections of the library.

Currently, the library has 40 books in circulation (books students have checked out and utilized). Additionally, 10,581 books have been catalogued in our online database, Library World. One student worker has dedicated her entire shift to data entry and is moving us along in the process. In regards to library usage, an average of 96 students are utilizing it per week (based on headcounts done by student workers every hour the library is opened). Additionally, the books on reserve in the library are constantly being used, and have been a very helpful resource to the students who are unable to purchase all of their textbooks.

Each department has produced “Strategic Goals” for the year that aligns to institutional goals and planning progress of these goals. Both are listed below:

2017-2018 Strategic Goals

1. To continuously manage and train Library attendants and create convenient process for book reserves for professors and students.
2. To finish Library World data input of all library books and build a more convenient check-in/out system.
3. To increase our partnership with neighboring libraries and our research capabilities and resources for students. To have one to two library program events a semester

Progress on KPI's

1. All library volunteers and student workers are consistently trained and new ideas are being developed to continue advancing daily library tasks.
2. Professors' books have been ordered and are being catalogued, labeled, and placed in the textbook reserve case.
3. Data entry efforts continue with one student focusing her entire shift on data entry.

Budget: Our department is within good standing with the Business Office.

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September 2017 Writing Center Report: Rosemarie Miramontes, Writing Center Director

Narrative Summary:

Through the first full month of the semester, the Writing Center has experienced much growth. As August ended, a workshop regarding thesis statements was held, and had a total of 40 students in attendance. Additionally, the Writing Center has had 49 requested appointments and 21 completed appointments (the remaining appointments were cancelled or rescheduled for another time). The students this semester have truly utilized the Writing Center more frequently, and have utilized its resources.

This month, the Writing Center hopes to have more students utilize its resources and also attend the workshops. September's workshop will be focused on the SBL writing style. This is a new workshop that has not yet been presented to the student body. It was created to assist the students in learning how to correctly format their essays according to the discipline they are studying (Bible & Ministry). Furthermore, the professors this month have encouraged their students to bring their assignments to the Writing Center for reviewing and correction. Additionally, the professors have encouraged their students to utilize the workshops being offered. One professor has even made the workshop a part of her lecture. The tutors have been constantly refreshing their skills and learning new skills through grammar/punctuation exercises, as well as through each tutoring appointment with the student body. Daily operations for the Writing Center Team revolve around the scheduled Writing Center appointment as well as maintaining the workspace and being available for students throughout their shifts.

Each department has produced "Strategic Goals" for the year that aligns to institutional goals and planning progress of these goals. Both are listed below:

2016-2017 Strategic Goals

1. To continuously train tutors throughout the semester
2. To hold three-four workshops a semester, each with more options for attendance. To have 50% of the student body collectively attend each Workshop Week
2. To raise the average grade of term papers school-wide. For ALL syllabi to have some relationship with the W.C.

Progress on KPI's

1. All tutors are continuously trained in office management and tutoring sessions.
3. 4 Workshop Weeks have been planned for the semester and the tutors are being trained to alternate teaching the workshop.
4. Eight professors have actively involved their syllabus with the Writing Center this semester and are working with the Writing Center to incorporate it more in their classes.

Budget: We are in good standing with the Business Office.

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

Narrative Summary:

In this month (September) we are starting the last quarter of the academic calendar of the Extensions program. Three new centers this month have begun the Extensions program, they are: Albuquerque, New Mexico; Tollezon, Arizona and Bell Garden. The brothers Claudia Hernandez, Vicky Morales and Basildes Rogel have made a commitment to equip the new generation of Leaders that the Lord is raising. I must emphasize the commitment, passion, risk and prayer that the brothers have taken to carry out the program. God has supported the work and 50 new students have joined these extensions.

Also our program of extensions by Internet is in full development. On Mondays we offer "hybrids" classes. We have the classroom group in the City of La Puente and connect students in different regions and countries. Also on Thursday we have established a new group of students online.

We thank God that to date we have a very active academic year, with a great testimony of what God is doing with our students, we can say with confidence and gratitude that we are fulfilling the mission of LABI.

Each department has produced "Strategic Goals" for the year that align to institutional goals and planning. Progress of these goals are measured by "Key Performance Indicators." Both are listed below:

2017 Strategic Goals

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

Progress on KPIs

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

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

Narrative Summary:

LATS is marching on! God has prepared teachers that graduated many years ago from LATS and now they graduated from Fuller Seminary, Dallas Theological Seminary and other institution with a Doctoral degree and support LATS as a competent faculty to achieve our academic goal!

We graduated students in several extensions across USA and Mexico this year: La Puente (28), Durango (13), Torreón (11), Veracruz (13), Ciudad Juarez (9) and New Jersey (13). But it is joyful to see that The Lord has raised up a new generation of students in those study centers. These extensions continue actively teaching in the LATS program. At the same time we are going to open in this fall a new center in Tijuana and reopen another in the San Diego area.

The new Bachelor of Theology from LABI COLLEGE represents another opportunity for LATS students. They can transfer some of their LATS credits to this new program. Fuller Theological Seminary, Azusa Pacific University and other institution do it already at the master's level.

Each department has produced "Strategic Goals" for the year that align with institutional goals and planning. The progress of these objectives is measured by "Key Performance Indicators". Both are listed below:

2017 Strategic Goals

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

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

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September Report 2017 Student Life & Residence Life Report: Rebekah Rossi, Dean of Students

Narrative Summary:

Rossi began a “Meet Your Dean of Students” campaign and continued to help with Enrollment calls for BA deadline, and began one-on-one meetings with her SGA team members. SGA meetings have been running smoothly on Mondays. For two hours during chapel, the dormitories were closed, and all students were evacuated on 9/13 due to reported bug bites on 4 students. Every room was sprayed with HotShot Bed Bug & Eggs Killer, and all bedding was washed in hot water. Students were given the quarters to wash their own bedding. The students with bug bites were given a cream to ease irritation. An incident report was filed, and the situation was diffused. An RA reported the possibility of lice in the hair of about 6 students, including her self. All 6 were found to be lice-free. Rossi offered two possibly-infected students lice treatment and explained the health concern and directions. A different student confirmed active lice in her hair. Confidentially, the student used proper treatment and got rid of the lice. An incident report was filed. Argosy intern Nick Monzon held a workshop entitled “Habits of Highly Effective Students” on 9/12, and 8 students attended. It was well received, and all students filled out evaluation forms. Spirit Week (9/18-22) was an exciting time for students and staff. Monday was “Throw Back Day”, Tuesday was “Nerd Day”, Wednesday was “Impersonation Day”, Thursday was “1950’s Day”, and Friday was “Disney Day”. 9/23 will be Beach Day at Will Rogers State Beach; 20 are expected to attend. Rossi has begun for Off-campus students: a new filing system, a \$25 Gas Card Giveaway, and an “Off-Campus Connect” bulletin board, bi-weekly emails, and phone calls. Rossi decided to hold a House Meeting 9/25 on a culture of respect and honor with Pastor Krystal and the RD’s.

2016-2017 Strategic Goals:

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

Progress on KPI’s: The Argosy workshop was a success. Fun events are underway. Rules have been upheld.

Budget: The Student Life department budget is in good standing.

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September 2017 Spiritual Formation Report: Krystal Baca, Campus Pastor

Narrative Summary:

The month of September has been very productive in the Spiritual formation office. We have had powerful times of prayer and hearing the word! The first series in chapel for this month was “Finding Victory”. We learned that we don’t fight for victory but we fight from victory! We had powerful speakers such as Pastor Ronan Munoz and a Missionary from Costa Rica. Another big blessing this month was having the Vanguard drama team come and minister to our students. It was such a joyful time together in worship, community and laughter. The second theme of the month was “Vision” with dynamic speakers such as Pastor Josh Canales and our very own Alan Guzman. Two things that the Spiritual Formation office is proud to present and restore the tradition of is Spiritual Emphasis week and the LABI Tour team. The last week of the month of September we are setting aside the week to sit at the feet of Jesus a little longer. We will have special chapel services in the morning as well as the evening. The theme for Spiritual Emphasis week is “Many parts, one body, you are gifted for a purpose.” I know and believe that God is going to speak in a mighty way. The tour team is off to a great start! We have had the privilege to minister each weekend at a different church or camp. We know that God is doing great things through this powerful team!

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of these goals are measured by “Key Performance Indicators.” Both are listed below:

2017 Strategic Goals

1. Creating a higher standard for every chapel service.
2. Creating an atmosphere for effective times of prayer.
3. Aiding in every student having the opportunity to encounter God, encourage unity, engage in small groups, and empower students for ministry.

Progress on KPI’s

1. Weekly themes have been incorporated into our chapel themes.
2. More prayer options have been added so that students have more opportunities to seek God. Including a curfew prayer from 11:00pm-11:30pm. It is a convenient time for students.
3. Students are coming together to seek God and build unity.

Budget: Continually working with LABI CFO on revolving budget.

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September 2017 Enrollment Report:
Victoria Rivera, Admissions Specialist

Narrative Summary:

This month, the Enrollment Office closed out our window of registration for Bachelor’s Students on September 12. Our final enrollment numbers for the Fall 2017 semester were 76 student total, both on- and off-campus: a 43% increase from last semester. The following weeks were a time of transition and creation of a new plan to promote for Spring Semester. Victoria sent out a mass email through Constant Contact announcing the opening of the application window for the Spring 2017 semester. We currently have 13 active applications, 2 of which are entirely completed. We also have 7 strong leads, which are mainly LABI alumni who are interested in returning to complete their Associate’s or Bachelor’s degree. In September thus far, we have had a total of 5 campus tours. Our new student Enrollment goal for all programs is a total of 30. In order to reach this goal and, prayerfully exceed it, we would need 63 completed applications (accounting for our conversion rate of 48%). Plans are in order to heavily promote our new Bachelor’s Program while continuing to highlight our Associate Degrees via means of social media campaigns, videos, etc., mass emails, mail outs, SPD Convention Booth, and promotional literature and merchandise for the Touring Team to disburse.

These are our enrollment numbers for the 2018 Spring semester:

Applications Started	Completed Applications	Strong Leads (Not Yet Applied)
10	2	7

2017-2018 Strategic Goals

1. To increase the quality & quantity of students by recruiting those who are an institutional fit.
2. To evaluate admissions requirements/procedures on consistent and uniform basis.
3. To ensure that information and services are available in a timely and accurate fashion.
4. To enhance the operational effectiveness of the admissions office.

KPI’s

1. We currently have 13 prospective spring applications, in addition to the pool of applicants who failed to complete their application for Fall 2017.
2. We have set a goal of 63 completed applications in order to account for our conversion rate. This means we must have about 3-4 completed applications per week.
3. We inputted data from applications older than 2015 onto a consolidated Excel spreadsheet data and shredded confidential information from said applications

Budget: We are in good standing with the Business Office.

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September 2017 Marketing Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

In the month of September the Marketing Department started a new Youtube series titled *We Love LABI*. The idea behind this marketing initiative is to highlight LABI College faculty, staff, alumni and students as they explain why they love LABI College. We plan on releasing a video every Friday for the rest of the semester with hopes of gaining more inquiries for our admissions department. Our department has also made it a personal goal to post on Facebook and Instagram every weekday to engage with our followers. You can view the series by visiting our Youtube Chanel: www.youtube.com/labinews

The marketing team worked very closely with Campus Pastor, Krystal Baca to fulfill some new projects that needed to be completed. Something new that we are starting this semester is taking over chapel graphics. We are now designing all announcement slides and title slides for every chapel service. We have also ensured that all fonts, logos, and graphics that have to do with the chapel experience align with the brand of LABI College. On September 19th we had a photoshoot with our Fall 2017 Worship Tour Team and started promoting those photos through all of our social media platforms. As September came to a close we prepared for Spiritual Emphasis Week *Many Parts, One Body* by creating slides, graphics, and fonts to market this event properly. Now, as the month of October approaches we begin to promote an event hosted by the Hispanic Institute for Pentecostal Studies entitled *Pentecostalism, Race and the Foreigner* and will be taking place at LABI College on October 18th, 2017.

Each department has produced “Strategic Goals” for the year that align to institutional goals and planning. Progress of these goals are measured by “Key Performance Indicators.” Both are listed below:

2017-2018 Strategic Goals

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 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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