



LABI Campus Monthly Report: Summer 2017 (May-August)

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

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

LABI College Baccalaureate and Commencement 2017 (May 19th - 20th)

This past May, LABI College hosted its 90 year Baccalaureate and Commencement. The Baccalaureate service was on Friday, May 19th at 7:00pm at our LABI Chapel and featured keynote speaker Rev. Ronan Muñoz (Senior Pastor at Abundant Life Church, Indio, CA). The Commencement ceremony was on Saturday, May 20th, at 10:00am at Templo Calvario Santa Ana. The keynote speaker was Dr. Rogelio Ovalle. (Senior Pastor at The House Church). A graduation webpage was created for instructions and frequently asked questions: <https://labicollege.wixsite.com/graduation>.

SPD Youth Ministries, Youth Leaders Retreat (June 30th-July 1st, 2017)

This summer, SPD Youth Ministries hosted their Youth Leaders Retreat at LABI College. Over 100 Youth Leaders attended and received workshops on leaderships, team work, and youth ministries. The Youth Leaders were also able to hear District Executive's Dr. Sergio Navarrete, Rev. William Rodriguez, and Rev. Silvia Carrizo about processes concerning licensure, church planting, and other topics. There was a Q and A session held so that Youth Leaders present could directly ask our District officials their questions. The retreat ended with worship and altar call, as District Youth Director Eli Vega challenged the Leaders to continue to prepare themselves to serve the youth in their churches, and to continue to be filled with the Spirit of God.

Pastoral Training and Retreat Center Conference (June 16th-17th, 2017)

LABI College's Pastoral Training and Retreat Center (PTRC) hosted a conference on Friday evening, June 16th and Saturday morning, June 17th 2017. The PTRC's purpose is to equip, assist, train, and bless Pastors, through workshops, trainings, seminars, conferences and to connect with local Pastors. Any Pastor/Minister, Pastor's wives/husbands, AG or non-AG may attend. The conference was held at the LABI College campus: 14209 E. Lomitas Ave., La Puente, CA, 91746. The cost of conference, materials, dorm lodging, food and resources were free. The costs of the conference were supported by funds/scholarships through Templo Victoria, Abundant Life Church, other Churches and fund-raising efforts.

ABHE Staff Visit (August 14th, 2017)

Dr. Ron Kroll, Commissioner at the Association for Biblical Higher Education, visited LABI College on August 14th. The purpose of the visit was to help and give counsel as to LABI's progress and timeline to successfully reach full accreditation. Dr. Ron Kroll, Dr. Marty Harris, and Dean Rudy Estrada discussed the progress report due in November this year, as well as the possibility of submitting our institutional Self Study one year earlier. Please keep LABI College in prayer as we seek to make LABI College the best possible College for our students, churches, and the Kingdom.

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

Narrative Summary:

We had a few Guest Services contracts over the summer which brought in great income; multiple times our facilities were maxed with renters. We have had steady income from the Extensions Department as well as LATS. There were a few students with pending debts going into the summer but, for the most part, payments have been secured. The current semester has started with an increased number of students. As we begin the new semester Work-study as well as scholarships continues to be awarded. The registration deadline for the new Bachelor's Program will soon approach and we are steadily continuing to register students. Arrangements for this semester have been secured with all students who have already registered. We are also preparing for the major Financial Audit. Preparations are also underway for the Board Meeting.

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 above the 96% expense-to-income threshold at this moment.

Budget: We continue to work on a limited budget.

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

Narrative Summary:

The Dean of Academic Affairs and Academic Support Specialists focused on various academic duties, projects, and our new programs this summer. Within the month of May and June, we officially finalized the calculated retention rates since 2010. This includes the 3-year graduation rates, yearly retention rates, and yearly average student GPA's. The new catalog was revised and updated with the new Youth Ministry associate degree program. Other manuals and catalogs that were completed included the new student Populi manual. This manual includes all the basics about navigating Populi which includes all the details on how to log in, how to reset the password, check grades, etc. Other administrative information developed includes the creation of the library and writing center binder. We organized all the monthly reports, manuals, policies, procedures, events, writing center, and job descriptions of the positions. In the month of June and July, we focused our attention to the upcoming semester. With regard to the faculty and students, we finalized the fall 2017 schedule which includes the new BA program. The faculty gathered on August 1st for new training and preparation for the beginning of the school year. This year we contracted two new faculty members in general education: Leah Cordova and Darryl Ellis. Ms. Cordova has a master degree in English from Arcadia University in Pennsylvania. She is teaching our persuasive writing course for our new freshman students. Darryl Ellis is a graduate of University of Southern California in education and is teaching our public speech course.

The academic office also successfully registered and enrolled 75 students as of August 28, 2017. This increase of new students includes first year Bachelor and Associate degree seeking students. We also hosted two interest nights for the Bachelor program. This occurred on Monday, July 24th, 2017 and Tuesday, August 22nd. These events drew in several potential students to the program. We are currently conducting an academic degree audit of all incoming files and will be contacting students if they have pending items. With regard to the library, we cleaned and organized the library. This includes dusting all books, shelves, re-shelving to create space, and combing through the books to make sure they are in order. We are still receiving applications for the Library Director position. We conducted a phone interview on Wednesday, August 23 with Laurie Anderson who holds a MLS degree from San Jose State University. We also held an in-person interview on Friday, August 18 with Lorinda Pacheco who is in the process of earning a degree in library studies but hold a graduate degree. Current schedule of duties for the semester include writing the ABHE progress report, the ABHE annual statistics report, and submitting the 2017 Alliance Report. Areas for future projects include the planning of practicum programs, contact pastors for potential ministry experiences, accumulate a list of potential practicum sites, and appoint a faculty member to be responsible for practicum oversight.

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

Budget: Under Review

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Summer 2017 Library Report: Rosemarie Miramontes, Writing Center Director

Narrative Summary:

Throughout the summer the library was cleaned thoroughly, and many books were weeded out. Much preparation was done to ensure that the library was ready for the student's arrival. Furthermore, the search for an MLS librarian continues. Many phone interviews were conducted as well as face to face interviews. Many of the interviewees showed promise; however, we are still searching for a librarian who will be a great institutional fit and hold our same Pentecostal beliefs.

As the semester began on 8/14/16, the library was given 3 student workers who are all being trained in library policies and procedures as well as day to day tasks and operations. New procedures that are being implemented in the library semester include the creation of three new documents that are helping us keep track of book circulation, money that comes in through student fines and printing needs, and an overdue book log. Furthermore, Miramontes was able to purchase the textbooks that were required for this semester's classes as well as the recommended texts. The books that have been delivered have been catalogued and labeled, and have been set aside for student use.

Daily tasks in the library have been running smoothly as the new student workers learn their position, and as the new students learn to utilize the library. Additionally, head counts are still being conducted every hour by Miramontes and the student workers to keep track of the library usage. Data entry is also still being conducted so that we can reach our goal of a more successful and convenient check out/check in system. We look forward to continue learning how we can best serve the students.

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

Narrative Summary:

Throughout the summer, we were able to clean and organize the Writing Center in preparation for the student's arrival. New workshops such as "All About SBL" are being created and scheduled so that our students can be better equipped for their assignments. Three new tutors were assigned to the Writing Center and are being trained in grammar, punctuation, formatting, and other writing skills to further help our students.

Miramontes has visited a number of classes and has announced in chapel what the Writing Center is, how we help, what an appointment request looks like, and explained how the appointment process. So far, four professors have made the Writing Center mandatory for their students, while another four have made it extra credit. Additionally, we have received 8 appointment requests that have been processed and are being scheduled. Moving forward, as we begin our first workshop week, one of the professors has requested that the students attend the workshop. This is great progress due to the fact that more professors are seeing the importance of the Writing Center, and are connecting more with the Writing Center.

Daily tasks in the Writing Center are running smoothly as the tutors prepare for the influx of appointments that usually occurs after the first few weeks of school. The tutors have been constantly refreshing their skills with worksheets and exercises that Miramontes has provided as well as different tasks given to ensure that they are prepared for student appointments. Lastly, the tutors are being trained in the workshops so that they may also teach them, while expanding their own skill set.

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 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
3. 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.
2. 4 Workshop Weeks have been planned for the semester and the tutors are being trained to alternate teaching the workshop.
3. 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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Summer 2017 Extensions Report: Jose Luis Saavedra Dean of LABI Extensions

Narrative Summary:

We are in the process of finishing the summer quarter of the Extensions academic calendar. Fifty seven Extension Sites are well on the way of academic activities, estimating that approximately 900 students are being equipped in our program.

Four new extensions that began the program this year have worked normally, consolidating the promotional work that has been carried out; those are: Cathedral City, La Habra, San Juan Capistrano, Las Vegas. During this summer we have also worked to promote the opening of new extension sites, the result being that three new centers are in full process to begin the program; they are: Albuquerque, New Mexico; Bel Garden, California; Phoenix, Arizona.

Our internet extensions program is in full development. On Mondays we offer "hybrids" type classes. These are held with the cohort group in the LABI campus in the City of La Puente and connect students in different regions and countries. Soon we will be offering a new class exclusively on the internet.

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 classes program.

Progress on KPI's

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

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Summer 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:

2016-2017 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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Summer Report 2017 Student Life & Residence Life Report: Rebekah Rossi, Dean of Students

Narrative Summary:

In May, CQI assessments were distributed, retrieved and the data was analyzed for reports and presentation. Great ideas for improvement were found. We upgraded the dorms for health purposes with dozens of projects, with RA assistance. Students are no longer allowed to keep food unsealed in their rooms to prevent insects, and food storage checks were performed. Students were warned that an unclean fridge would result in an automatic write-up, as this issue pertained to public health. 3 students received write-up's for leaving food out; Rossi met with each. SGA held a "Masquerade Ball" on 5/12 to celebrate the end of the year. Students took part in dressing with masks and fancy outfits, eating snacks, and playing games on the Student Union deck. 50 soft-cover Yearbooks were ordered with MGXCopy (Media budget), delivered, and handed out the week before and of graduation (5/20). A House Meeting was held 5/8 to explain checkout procedures; all checkouts went great. The disciplinary committee met on 5/19 concerning an incident where three students broke curfew, and arrived at a decision after investigation and interviews. Due process and all procedures were followed. The students were given papers to write, 8 hours of community service each, and it was suggested that they utilize pastoral counseling. The students expressed remorse and desire to improve behavior. In June, the focus was on enrollment calls, a rental by Pastor Najar for youth pastors, with the Student Union as a coffee shop and more, and reorganizing the Residence Office. Also in June, planning for the Student Leadership "retreat" began, as well as the staff workshop schedule, and Clean-Up day. All workshop speakers accepted and were put on the agenda. Orientation was planned, and the manual was revisited to ensure all is accurate and updated well. Additionally, a new Purpose Statement for Student Life was added to the manual to better direct Student Leaders and all events and goals. New skits were written and cast to demonstrate the top three most "forgotten" manual rules. This was done in hopes of less verbal warnings for simple issues, such as dress code or curfew. In July, enrollment calls were the priority. Rossi crafted an Off-Campus Student guide. The partnership between Argosy University and LABI continues: the legal paperwork was approved and sent. Nick Monzon, Diagnostic intern, met with Rossi for semester prep, and Dr. Grace kindly offered to share her office space with him. Monzon will have students email him directly for a confidential sign-up process for students, proper promotional materials with the suggestions of Dr. Harris are underway, and scheduling workshops is also underway. Enrollment continued to be a priority. August was packed with Student Leader training and activities from 8/6-8/13, and preparations for the first week of school, counseling students, registration, orientation, and one-on-one's for both the Dean of Students and Residence team.

2016-2017 Strategic Goals:

1. To promote ministry, education, fun, and fellowship
2. To promote and uphold campus safety, and student services in reference to our Student Manual
3. To promote a Pentecostal community of student leaders

Progress on KPI's: Girl's and Guy's Weekly devotionals are underway. One-on-one's with every student are prepared, bathroom cleaning rotations and fire extinguisher updates are completed.

Budget: Student and Residence life are in good standing with the business office.

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Summer 2017 Spiritual Formation Report: Krystal Baca, Campus Pastor

Narrative Summary:

This summer the office of Spiritual Formation remained very busy. During the summer, Campus Pastor Krystal Baca teamed up with the enrollment office with the goal of getting the name of LABI College to our churches. Though out the summer, we were able to promote LABI College at over 20 churches, three camps, two conferences and even the SoCal district council as well as one night at General council. Pastor Krystal even had a week where she preached every day from one Sunday to the next Sunday. It was a huge blessing to share at campus in both the SPD district as well as the So Cal District. Registration was an added blessing seeing so many of the youth that were at the camps and services we attend now signing up for LABI. God is good and he made a way for us to minister and see the fruit of that on registration day! Now that we aided in recruitment and enrollment we are getting ready for an amazing year in the office of Spiritual Formation. We are booking dynamic speakers from all over the world to preach in our chapel services. This year we have a strong team of student interns who are ready and willing to be used by the Lord. We kicked off the semester with our yearly Apertura service. Our very own Chief of staff Nehemias Romero brought a powerful word. We also did our candle lighting ceremony charging the students to be light to the world. The Spiritual formation office is excited to see God work in the lives of our students and we know that great things are going to happen this year!

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. 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-11:30om. 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.

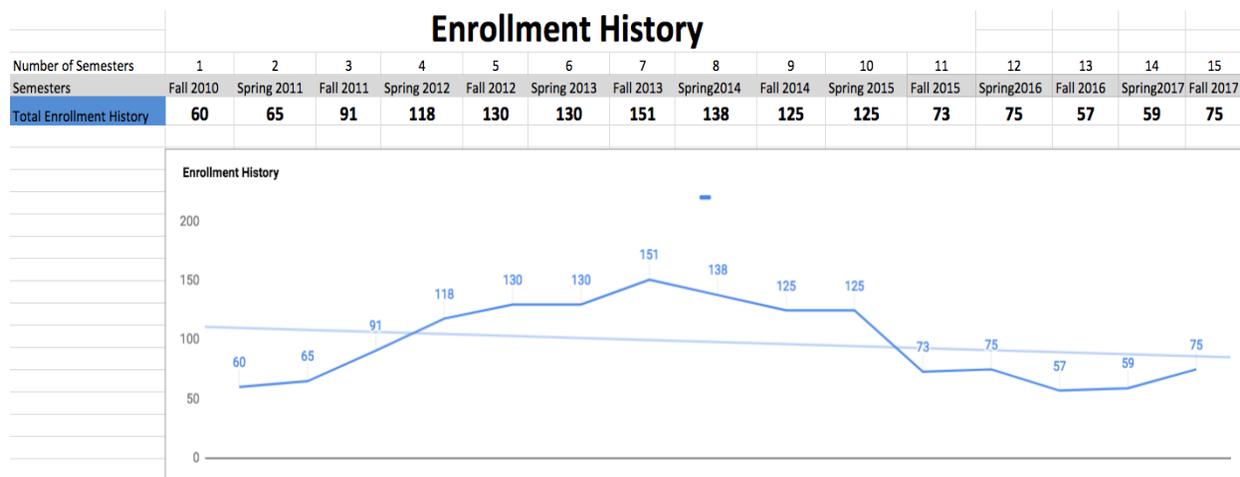
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Summer 2017 Enrollment Report:
Victoria Rivera, Admissions Specialist

Narrative Summary:

This summer, the Enrollment Office worked diligently in recruiting new students for the Fall 2017 Semester. Representatives of the Enrollment Office (Victoria, William, Pastor Krystal and Dr. Marty) were sent out to preach and promote LABI at various events, conferences, church services, youth services, etc. Further, due to the launch of two new and exciting programs, our Associate’s in Youth Ministry and our Bachelor’s in Theology, we began to receive an increased volume of interested applicants, especially LABI alumni attracted by the opportunity to transfer previous credits into the BTh. We ended up with a grand total of 75 students: 48 on-campus students and 27 off-campus students. Of that number, currently 6 are Bachelor (BTh) students. Overall, our numbers display a significant upward spike from last year, which showed a total of 59 students, both on and off-campus. Our goal remains 100 students, and we hope to achieve this number by continuing to recruit Bachelor students up until September 12.



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. This summer we visited 7 churches, conferences, or youth rallies on our Summer Preaching Tour. We received 33 interest cards and gave 25 campus tours.
2. Sent out mass mailers with information about Associate’s and Bachelor’s programs.
3. We currently have 53 prospective spring applications.

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

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Summer 2017 Marketing Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

As the summer approaches the marketing team prepared for two of the biggest events of the year, commencement and baccalaureate. We worked very closely with the Academic department to ensure we accomplished all of their marketing needs. This year, we wanted to try something new so we created an LABI College Graduation webpage that allowed all guest, students, faculty, board members and staff to reserve their spot. This was a great way to gather our community's information and get a head count for how many people will be gathering with us.

This summer we met with the Admissions Team and discussed what our summer marketing plan would be for the next three months. As the new Associate Degree in Youth Ministry and the Bachelor Degree in Theology came to birth, we wanted to strategically weave these programs into our social media and website. We started off by creating new image banners for our Facebook and our Website announcing we are now offering an Associate Degree in Youth Ministry and eventually announcing the Bachelor program as well. In order to promote digitally and physically we created the LABI College Summer Tour webpage that allowed pastors and youth leaders to book an LABI speaker to come and promote at their church. We created new promotional material to create a better understanding of these new programs to our community. We created a new brochure, designed the LABI College Catalog, and also created the Bachelor in Theology ViewBook. We are currently being more intentional on social media and letting our followers know that registration is still open for the Bachelor in Theology Program.

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 (80% 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: 3,711
2. Total Instagram followers as of today: 1,356

Budget: The Marketing and Communications budget is in good standing

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