



LABI Campus Monthly Report: November 2016

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.

LABI Campus Report November 2016

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November 2016 Presidential Report: Dr. Marty Harris, President & CEO

Honoring the Oddos

On Wednesday November 16th, 2016, LABI College held a special chapel service to honor Paul and Angeline Oddo. Through board review, approval and action, the Oddos were awarded honorary doctorates for their decades of service, investment, and donations to LABI College. A mural and photos were placed on the walls of The Oddo Diner. Pictures of the chapel and diner can be found our LABI social media page:

New Mattresses for our Student Dormitory

This month, LABI received a special delivery - brand new pillow top mattresses for our LABI students! These have been provided for by the investment of many donors and a wonderful board member, including Rich Guerra, Denis and Carmen Rivera, and Board member Jessica Tejada-Guzman.

Dr. Augie Lopez and Rev. Simon Franco Inauguration.

On November 4th, 2016, LABI College hosted a special evening dedicated to the Dr. Augie Lopez Administration Building and Rev. Simon Franco Executive Conference Room. Augie Lopez shared his history and experience with LABI, and about his father's relationship and history with the Franco family. David Franco shared about words about his grandfather Simon Franco. There are wonderful pictures and mural photography in place within the office space and conference room, which can also be viewed online (LABI College website and social media page).

Community Meta-analytic Review

This year, our Meta-analytic Review presentation was held during a chapel service Nov 2nd. Each year LABI faculty, alumni, staff, students and board members come together to review research and data related to the improvement of our campus, enrollment office, business and finance, academics, spiritual formation, and student affairs. Please join us for a community meeting where this data, goals and efforts to continuously improve upon our mission will be explored.

Pastor Alex Najjar and Templo Victoria

The president and board continue to work with Pastor Alex Najjar of Templo Victoria, in Cathedral City. Pastor Najjar has been providing input, guidance and recommendations on several possible financial initiatives that might bless the college. Once these are formalized we will send out notifications to our community on these wonderful investments!

Kern Family Foundation Grant Update

LABI and the Dr. Jesse Miranda Center received a significant grant earlier this year (\$550,000 over three years). Dr. Harris and his team have been working to develop a key assessment tool for pastors and church leaders. It is called the Faith, Work, and Economics IQ or FWE-Q. FWE Q is tied to six specific learning outcomes, and will ultimately translate into six courses offered by LABI in a certificate program in the spring (2017). The goal of which will be to educate and equip pastors and church leaders on the benefits of how our faith can be influenced by and influence work and the economics of our church, community, and family.



November 2016 Academic Report:

Rudy Estrada, Dean of Academic Affairs

Sara Lopez, Assistant Dean for Academic Support & LABI College Registrar

Narrative Summary:

After our accreditation visit in October, the Academic department is continuing to implement the suggestions and recommendations in order to effectively serve the college. We have updated our faculty grievance form and launched faculty evaluations. The faculty grievance form is now streamlined with the Residence Life department and included within the faculty manual. In addition, we are conducting faculty evaluations so that each faculty member can have at least one yearly review. Our goal is to evaluate all the faculty members by December 2nd.

We have also reorganized faculty files so that each file would include courses that the faculty member is qualified to teach. For next semester, we have hired two new general education faculty members. Joshua Olgaldez is a graduate from Cal State Northridge and Azusa Pacific University. He will be teaching our Persuasive Writing course. Karl Bumgardner is also a new general education teacher. He graduated from McMurray University and West Texas A&M University. He will be teaching our U.S. History course. These new professors are only contracted for the Spring 2017 semester.

Furthermore, we are developing new certificate programs in partnership with the Southern Pacific District youth ministry department. The faculty was able to present a small workshop on Biblical Interpretation for youth pastors at the Youth Convention. We were able to promote the college and meet youth pastors who are interested in taking online courses and the certificate in youth ministry. Our goal is to develop and launch these programs for our youth ministers in the upcoming year and launch an online “AG History Mission & Governance” course for all students.

In sum, during the month of November we have finalized the Spring 2017 schedule, recruited new faculty members, submitted our annual yearly ABHE accreditation report, Alliance for Higher Education report, wrote our accreditation evaluation response, and solidified a core base of faculty members who will be teaching next semester. Other administrators are also working on course evaluations, retention procedures, expanding online library technology, and online registration for next semester.

2016-2017 Strategic Goals

1. Faculty promotion (chapel; speakers at various events; social media presence)
2. Maintain academic rigor and competitiveness (admissions; courses; classroom expectations)
3. Expand and implement diverse programs (new courses; degree options; deliverable methods)

Budget: Under Review

November 2016 LABI Campus Report



November 2016 Library Report: Rebekah Rossi, Dean of Student Affairs

Narrative Summary:

Data entry efforts have resulted in 8,847 books now entered into the system. This is 31% of all collections housed within the library. The data entry training has shown to be helpful and thorough, and will be used next semester for all new library assistants. In conjunction with the Student Life department, the library hours have been extended during Finals Week, Nov. 29-Dec.1st, until 1:00AM. The library mid-semester 4-question survey that had been sent out for continuous improvement in our department was analyzed and a report was written. It was found that library hours, availability, and support are all satisfactory for our students. Students have been enjoying the 60-day free trial of ATLA, now available for students all the way until Christmas Eve. An ATLA tutorial was sent to the Dean of Academic Affairs to share with faculty to show in their classes. A search has begun for a new MLS credentialed librarian. A job posting was created on 11/8/16 and will be posted to the LABI website on 12/2/16. By Summer 2017, we plan to have a new librarian hired, undergoing training, and ready to begin in the Fall. Accordingly, Rossi has formed a new Library Committee, which will serve as part of the Search Committee for this new employee. The committee consists of Rossi, Chief of Financial Affairs Ruben Mora, five remarkable students who are involved in the library, Board member Dr. George Pallil, and Dean of Academic Affairs Rudy Estrada. The first meeting has been scheduled for 11/30/16 at 9:30am. The broader purpose of the committee is to champion continuous improvement of the library through: strategic planning and collaboration for the library budget with the Business Office, MLS Librarian search, ensure ADA compliance in all areas, to inform library needs and decisions, add to the library manual as needed, improve library resources, support, and services, and to discuss all other strategic planning for future library expansion. Specifically, the agenda includes fundraising for the purchase of Ebscohost and other additional learning resources, and also the implementation of the W.U.E. Initiative planned for Spring 2017 (this is the “Weed Out-Update-Expansion” of all library resources to be systematically executed outlined within the 2016 CQI Assessment Report). A timetable of monthly purchases will also be created as a result of this meeting by 12/5/16, with our consistent budget for new books shown clearly, as well as for all new purchases. An ADA standards survey was conducted on 11/22/16, and 95% of the library was found to be compliant. By January 15th 2017, a couple projects will be completed for full ADA compliance. Where bookshelves are higher than 48 inches, signs have been posted saying to ask for help. By Fall 2018, we plan to purchase automatic doors for the front entrance, although the doors will be left open during operation hours in the mean time to allow for accessibility.

2016-2017 Strategic Goals

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

Progress on KPI's

1. All library volunteers and student workers were properly trained.

2. Professors have continued to report book reserve requests.
3. Data entry efforts continue with four workers, which will eventually help our check-in/out system
4. The new counter tops in the computer lab increase capacity for more students to enjoy a quiet research area, and a computer from Rossi's office will be moved for another to be available for student use.

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November 2016 Writing Center Report: Rebekah Rossi, Dean of Students

Narrative Summary:

This month we offered four sessions of our workshop, "So You Wanna Be an Academic?" from November 14th-17th. Students learned how to rise the credibility of their paper through simple grammatical fixes and were introduced to the language of academia. 23 students attended, which is 50% of the student body. Students Angela Bravo, Marco Parra, and Rossi all taught the workshops. The workshop was properly advertised with fliers, on Populi, and announced in chapel. Face-to-face appointments continue to be at a low this semester, with only 26 appointments scheduled and 12 completed thus far. This has been due to fewer professors requiring appointments than in previous semesters, so Rossi discussed the desire to reach out to faculty with Dean Rudy Estrada at the next faculty meeting. The plan is to have faculty pencil in the dates during the semester they plan to require a paper to create the schedule of required papers for tutors to be trained and prepared for specific papers. This was done for Fall 2015, worked well, and so will be brought back for the sake of organization and encouragement for professors to be involved with the Writing Center. The workshops and tutors for next semester are in the planning stages, with two new workshops being created: one on the research process, and one on applying for a job. Both workshops were recommended multiple times by staff and students this semester.

2015-2016 Strategic Goals:

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

Progress on KPI's:

1. All tutors have been trained in office management and tutoring sessions.
2. Workshop Weeks have been completed for the semester.
3. The Schedule of Required Papers will be crafted for specific papers next semester.
4. 40% of the student body attended the last workshop.
5. This semester, only two professors were involved with the Writing Center.

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

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November 2016 Extensions Report:
Jose Luis Saavedra, Dean of LABI Extensions

Narrative Summary:

We are progressing in our academic calendar with the last quarter of 2016. Our commitment as an academic institution to provide biblical and theological education in the local Church moves us to continue with this work as part of God 's Mission to the world.

90% of the Extension Sites are working normally during the year (students have been enrolling and classes have been taught consistently). Graduation of students, times of much activity in the congregations, economic factors, among other reasons, have made the number of students decrease. Therefore, it is important that we continue to promote our academic offer in the local Church; a work that is constant and that guarantees the sustainability of the program.

I must also inform that the promotion, the quality care, and warmth in our home Extension site in city of La Puente is operational and successful. The joint effort of teachers, administrators, pastors, and students is worth noting. On Monday and Tuesday nights, we have approximately 50 students in our classrooms. These classes are also now being transmitted through our online teaching platform (Web X), available for all internationally Spanish-speaking students.

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:

2015-2016 Strategic Goals

1. Monitor the progress of the academic calendar for 2016.
2. Promote the opening of new LABI Extensions.
3. Promote the development and systematization of the online program.

Progress on KPI's

1. 90% of Extensions are running regularly
2. Six new Extensions have commenced operations in 2016.
3. Our Internet extension program is in full development.



October 2016 Student Life Report:

Rebekah Rossi, Dean of Student Affairs

Alan Guzman/Rosemary Miramontes, Assistance Residence Directors

Narrative Summary:

The two new SGA members have been in talks with the SGA President concerning next semester's activities, and are also lending a hand in planning the Student Christmas Banquet on Dec 1st. The theme is white and gold, and most will be fun DIY projects to save money. Students Genesis Polanco and Lupita Bustos flew out to attend the Assemblies of God Student Leader's Conference in Springfield, MO on 11/10. They reported back with many insightful ideas from workshops and conversations concerning leadership. Adilia Aguilón was chosen to be the female RA, and Erick Medina was chosen to be the male RA for the coming semester, and this was announced in chapel with the two students receiving flowers. Curfew will be extended until 1:00AM from 11/29-12/1 for final exams, with a small Encouragement Corner provided in the downstairs lobby (coffee and cookies/donuts). Over Thanksgiving break, only one student stayed in the dorms, and all others went home with no problems. New locks were added to the front door of the dormitories for added security, and the alarm on the side upstairs entrance has been turned on. The girls have been strictly instructed to never use the side door, even when just doing laundry, because it is a security issues when it is left open out of forgetfulness. Game nights on Thursdays have been well received with a majority of the student body in attendance. All other campus activities have been well, with no issues. 26 new pillow-top mattresses were donated to the school, and the students gratefully helped move them inside. All old mattresses were removed and swapped out for acceptable mattresses from other unused halls. The new mattresses will be placed in specific rooms over Christmas break. House meetings have been held before Thanksgiving Break and 11/28 after Thanksgiving break to announce check-out procedures for the 11/20-11/27 break, as well as for Christmas break. Lastly, one standardized Grievance form for all LABI College community members was created and will be added to the manual. For convenience, this Grievance form is available outside the Student Life office, replacing the old one.

2016-2017 Strategic Goals:

1. To promote ministry, education, 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:

- 1.) Girl's and Guy's Weekly devotionals have been successful and consistent.
- 2.) One-on-one's with every student were completed.
- 3.) Bathroom cleaning rotations for the halls have been maintained.
- 4.) Most fire extinguishers have been inspected and placed in populated areas.
- 5.) 2 Residents Directors (male and female) are fully involved and present

Budget: The Residence Office is in good standing with the Business Office.



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November 2016 Spiritual Formation Report: Krystal Baca, Dean of Spiritual Formation & Campus Pastor

Narrative Summary:

November has truly been a month of thanksgiving! Here in the Spiritual Formation office we have many things to be thankful for. We had some life changing chapel series this month. Such as, Being an authentic Christian, and being a disciple of Jesus. We had a week of chapel services where LABI alumni came in to speak to the students. It was such a blessed time and a powerful time at the altar. Every Thursday in the month of November we had current LABI students speak in chapel. It was great to see LABI Students put all they are learning into practice. On November 16th we had a special service in chapel to honor the Oddo Family. It was a great time of fellowship and celebration. As we are coming to a close we are working hard to finish strong in all areas of Spiritual Formation. Students are finishing up with church Mobilization, by which churches around southern California have been blessed.

2016-2017 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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November 2016 Enrollment Report:
Eli Vega, Chief Enrollment Officer
William Mendoza, Admissions Specialist

Narrative Summary:

Aside from normal office work during the month of November we primarily focused our attention on all 3 major Assemblies of God Youth Conventions (South West District, Northern Pacific Latin American District, and South Pacific District) by ordering new print media, promo booth banners, and LABI apparel. We spent one good week training and equipping staff and student volunteers by educating them on key factors that are important to know when dealing with potential prospect students followed by a one final memorization quiz with questions that will help them have more confidence during a one-on-one conversation with any constituents who may want to know more about our historical school of ministry. With a team of 5 staff members and 3 students we were able to collect a total of 139 interest cards in all 3 youth conventions. PTL! After looking over every single interest cards about 75% are illegible to apply for the fall semester due their age, 20% are unknown due to unclear information, and about 5% are of age (+18) to apply for this semester, and we immediately called, emailed and sent them admissions packets. Prior to SPD Youth Convention the enrollment office and the academic team worked really hard to produce a NEW certificate program in youth ministries to offer and promote to all youth pastors from our district. We then were able to promote and expose our LABI faculty by allowing them to lead all workshops highlight the new Youth Ministries certificate program. As a result to this 10 youth pastors sign up to learn more about certificate program in youth ministries.

We currently have 13 completed applications for this springs 2017 and have 27 prospective students in the process of completing their application. With 8 weeks left until our semester 2017 we are cutting it close with only 13 completed applications. So we are currently short of our target by 12 applications. However, we are still working on developing new cost effective ideas that will help us reach our goal of at least 25 new students. For example a new promotional video, boosting more flyers on FB, doing personalized mass mail out, and finally call pastors and asking them recommendations of key youth who maybe a good institutional fit.

New Student Enrolment Status (Spring 2017 Goal = 25 completed applications)

	November Current Stats	+ (From Previous Month)	- From Previous Month)
*Prospects Students	27	4	0
*Completed Applications	13	4	0

Recruitment Activity

	*Interest Card	*Online Inquiries	*Campus Visits	*Total Leads This Month
*Leads	139	3	4	146

2016-2017 Strategic Goals:

1. To increase the quality and quantity of students by recruiting those who are an institutional fit.
2. To collect and evaluate data, general admissions requirements, and procedures of the admissions office on consistent and uniform based.
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

Progress KPI's:

1. Total of 13 Completed applications
2. 4 campus tours booked
3. Promoted at 3 major AG Youth Conventions
4. Created and promoted the New Youth Ministries Program
5. Created new mail out packages through in house (cost effective) print

Budget:

We are on below our approved spending budget.



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November 2016 Marketing Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

Throughout the month of November the Marketing team continued to work closely with the President's Office as we continued the Pillars of our Faith campaign. We were able to successfully promote the celebration of the Augie Lopez Administration Building and the Simon Franco Executive Conference Room. It was an amazing event filled with family and friends of those being honored. We had some very positive feedback on the murals and posters that were created. As the month continued we had the opportunity to honor Drs. Paul and Angeline Oddo with Honorary Doctorates for their public services to LABI College and its community. In order to promote this event the marketing team designed items such as a photomural, posters, and digital/physical flyers. The event was filled with loved ones of the Oddos and the marketing team captured each moment with our photography team.

The marketing team worked closely with the academic team to promote an event hosted by the Hispanic Institute for Pentecostal Studies titled "Pentecostalism and Politics." This event was live streamed using the Facebook Live application. We had a total 983 views, 44 likes, and 3,045 people reached. Our team also captured images of the event and posted them on social medias such as Facebook and Instagram.

As the month continued our team worked with the Admissions team as they begin traveling all around California to promote at the SPD Youth Conference and NPLAD Youth Conference. We made sure that the admissions team was properly equipped to hit the road and promote. For example, we ordered new interest cards for their team in order to build more inquires.

2016-2017 Strategic Goals

1. Revamp of the LABI College website (67% Completed).
2. Reach 7,000 followers via Facebook.
3. Successfully reach the majority of LABI Alumni of all years.

Progress on KPI's

1. Pentecostalism and Politics live stream video reached 3,000+ people.
2. Our Facebook page is averaging one new like a day.

Budget: The Marketing and Communications budget is in good standing



President's Cabinet Meeting-Extended

November 1st, 2016

9:00am-10:15am

Extended Cabinet Purpose (Defined): From time to time the President will call for an “Extended Cabinet” meeting. During those meetings the Academic Cabinet team will combine with the President’ Cabinet team to cover academics, business, strategy and goals affecting respective areas of both cabinet teams.

President Cabinet Members: M. Harris (Chair), R. Mora, G. Mora, B. Rossi, E. Vega, K. Baca, J. Escandon, N. Romero. Extended Members: R. Estrada, S. Lopez, J. Saavedra, D. Rivera.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer (K. Baca)
2. Approve Minutes (10/11/16)
3. Nehemias’ Role (M. Harris)
4. ABHE Evaluation Site Visit – Debrief (M. Harris)
5. Academic Update: Associate Degree (R. Estrada)
6. Enrollment Update (E. Vega)
7. Media and Communications Update (J. Escandon)
8. Student Affairs Update (B. Rossi)
9. Spiritual Formation Update (K. Baca)
10. Extensions Update (J. Saavedra)
11. LATS Update (D. Rivera)
12. Business and Finance Update: Current Status (R. Mora)
13. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: November 15th, 2016



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President's Cabinet Meeting-Extended

November 15th, 2016

9:00am-10:00am

Extended Cabinet Purpose (Defined): From time to time the President will call for an "Extended Cabinet" meeting. During those meetings the Academic Cabinet team will combine with the President' Cabinet team to cover academics, business, strategy and goals affecting respective areas of both cabinet teams.

President Cabinet Members: M. Harris (Chair), R. Mora, G. Alvarez, B. Rossi, E. Vega, K. Baca, J. Escandon, N. Romero. Extended Members: R. Estrada, S. Rojas.

President's Cabinet Agenda

14. Welcome, Devotional, and Prayer (Pastor Krystal)
15. Approve Minutes (11/01/16)
16. Response to ABHE Evaluation
17. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: November 28th, 2016



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President's Cabinet Meeting-Extended

November 1st, 2016

9:00am-10:15am

Extended Cabinet Purpose (Defined): From time to time the President will call for an “Extended Cabinet” meeting. During those meetings the Academic Cabinet team will combine with the President’ Cabinet team to cover academics, business, strategy and goals affecting respective areas of both cabinet teams.

President Cabinet Members (Present): M. Harris (Chair), R. Mora, G. Alvarez, B. Rossi, E. Vega, K. Baca, J. Escandon, N. Romero. Extended Members: R. Estrada, S. Rojas.

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: Pasto Krystal encouraged the staff with words on synergy: God’s work and our work; always trusting God (Prov. 3:5)
2. Approve Minutes (10/11/16): Minutes were unanimously approved.
3. Nehemias’ Role: To complement his responsibility, the President will grant Nehemias authority as well. A new title will be discussed later.
4. ABHE Evaluation Site Visit – Debrief: There are three major areas of focus in our response to the ABHE evaluation report: Faculty, Library, and Business/Finance. We will create a table/matrix of all suggestions and recommendations, indicating the goal/objective to achieve full compliance with the suggestions and recommendations, and the date of completion. Along with this matrix, we will also submit a narrative response to the evaluation report, expanding on our matrix table, as well as accompanying appendices.
5. Academic Update, Associate Degree: The Academic department will host the Meta-Analytic review on Nov 2nd in chapel from 11:10-12:30pm. HIPS is hosting a “Pentecostalism and Politics” forum on Nov 3rd in classroom 5 at 6:00pm.
6. Enrollment Update: The enrollment department is making progress to reach the spring 2017 semester enrollment goal. So far, there have 8 applications submitted for the spring 2017 semester.

7. Student Affairs Update: RA applications have been received and interviews had. The newly elected SGA members will be disclosed on Nov 3rd.

Next President's Cabinet Meeting: **November 15th, 2016**

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