



LABI Campus Monthly Report: October 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 October 2016

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

ABHE Accreditation Site Visit

On October 24th-27th, 2016, ABHE visited LABI College. Their objective was to provide an evaluation and report in terms of our candidacy pursuit. Over the course of four days the ABHE site visiting team met with our core LABI staff, had exhaustive interviews, reviewed our files, and toured every part of the college. Congratulations and commendations are in order to all the LABI staff, faculty, students, and Board members that prepared and participated in this historic event. LABI is ready and I anticipate (with all my heart) receiving the designation of "Candidacy Status" at our next visit in Orlando, at the ABHE Commission meeting (February 2017). "Candidacy" is the penultimate hurdle prior to achieving accreditation. It also allows LABI to seek application for Title IV financial aid, and federal grants to and through the U.S. Department of Education. This may also allow us to seek funding, grants and other aid from the California Student Aid Commission.

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!

Dr. Augie Lopez and Rev. Simon Franco Inauguration.

This Friday November 4th, 2016, we will be hosting a special evening dedicated to the Dr. Augie Lopez Administration Building and Rev. Simon Franco Executive Conference Room. There are wonderful pictures and mural photography already in place. Please join us.

Honoring the Oddos

On Wednesday November 16th, 2016, we will be honoring Paul and Angeline Oddo. Through board review, approval and action, the Oddos will be awarded honorary doctorates for their decades of service, investment, and donations to LABI College. Please join us in the LABI Chapel to help us recognize these two great pillars of our faith.

Community Meta-analytic Review

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. This is an informal meeting in our chapel Nov 2nd at 11am.

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.

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October 2016 Business Report: Ruben Mora, Chief Financial Officer

Narrative Summary:

We concluded a major site review by the ABHE committee on accreditation. This endeavor took many hours of preparation including a staff-wide Mock ABHE visit. The 4th annual independent Financial Audit by Mark Todhunter and Associates was also concluded. We had a financial presentation to the full Board of Trustees on August 30th where the 2016-2017 Financial Budget was reviewed and approved. Furthermore, we worked arduously towards 2 fund development endeavors: The Intimate Dinner and the Gala Dinner Banquets with guest speaker Dr. Nicky Cruz. We have also successfully gone through the first and second cycles of student payments. The roof of the Jesse Miranda Center has been replaced for a newer one.

We are preparing to establish a possible line of credit with an outside financial institution in case of a bridge gap funding becomes necessary. We are actively working to secure other financial donations. Incomes from the Extensions Department as well as LATS have been steady.

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. Keep LABI College under the 96% expense-to-income ratio in 2016-17 school year. Lower student numbers have created several financial challenges.
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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October 2016 Academic Report:
Rudy Estrada, Dean of Academic Affairs
Sara Lopez, Assistant Dean for Academic Support & LABI College
Registrar

Narrative Summary:

The responsibility of the Academic and Registrar office includes data management, ensuring up to date file information, and record safety. Therefore, we are continuing working with the internal records audit that was started in the month of September. This guarantees that all necessary information is complete and filed. Students who have missing items are being notified to turn in the missing item(s), and students who do not have official transcripts will be placed on hold for future academic registration. Besides keeping current student files safe locked in the office in a file cabinet, safety measurements were taken by updating the file cabinet with a new safety lock and key.

Also, the academic department is currently planning for the spring semester 2017. We are formulating a course schedule that is tailored to meet the needs of our students while working with part-time faculty availability.

To conclude, in order to continue offering student support and progress, we are meeting with students every week. Meetings consist of evaluating the signed forms (image on the right) that demonstrates student engagement in classroom, if he/she submitted all assignments, test, and quizzes, and if student showed progress that week. We have seen a tremendous improvement in many of our students. It is an honor to be able to mentor, guide, and encourage students. But it is more rewarding to witness students challenging themselves to succeed and honoring God with their education.

Academic Probation

STUDENT NAME: _____
 DATE: _____
 # OF COURSES: _____

Faculty members only.
 Please check all that apply and sign where indicated.

Course Name	Instructor's Name	Student fulfilled all assignments, quizzes, and test.	Student has not missed more than 3 classes in the semester.	Student has not been tardy or disruptive in class.	Faculty signature

Comments: _____

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2016-2017 Strategic Goals

1. Data management.
2. Student support and progress.
3. Class scheduling

Progress on KPI's

1. Enrollment
2. Attrition/ Retention rates
3. GPA

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October 2016 Library & Writing Center Report: Rebekah Rossi, Dean of Student Affairs

Narrative Summary:

Student worker Janell Lopez and volunteer Alan Ramirez have continued with data entry faithfully, reaching 8,780 books now entered into the system, which is 189 more than last month. The data entry training has shown to be helpful and thorough. This is also 30% of all collections housed within the library. The manual has been updated and duplicated and is now housed in the library and Writing Center, as well as a past events binder. The new policy of silence in the entire front of the library has been well received and respected, and students have appreciated this. The Writing Center has been used for a collaborative space available on reserve; this has been a helpful resource for various group projects, and the feedback has been positive. A new library mid-semester 4-question survey has been sent out for continuous improvement in our department. Its purpose is to ensure the library hours, availability, and support are all satisfactory for our students. The results will be analyzed for future goals. Our greatest excitement is over a new 60-day free trial of ATLA, now available for students all the way until Christmas Eve. The *ATLA Religion Database® (ATLA RDB®)* is the premier index to journal articles, book reviews, and collections of essays in all fields of religion, with coverage from 1949 and retrospective indexing for some journal issues as far back as the nineteenth century. Journals are selected for inclusion according to their scholarly merit and scope. The fact that many publishers solicit the inclusion of their journals in *ATLA RDB* is indicative of the stature it has achieved in the community of religion scholars. The password and login have been mailed to every current student, and has been announced on Populi, as well. Rossi looks ahead to fundraise for the actual purchase of ATLA in January.

2016-2017 Strategic Goals

1. To continuously manage and train Library attendants
2. To create 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.

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

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October 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.

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October 2016 Student Life Report:
Rebekah Rossi, Dean of Student Affairs
Alan Guzman/Rosemary Miramontes, Assistance Residence Directors

Narrative Summary:

On October 10th, the SGA President chose to resign from her role for personal growth. This allowed the unofficial Vice President, Itzel Rojas, to be automatically appointed as SGA President. She accepted the appointment, and this was announced to the student body at the house meeting the following week. Lazos addressed the students about her decision to resign, and Rojas also addressed everyone concerning her gratitude and blessed Lazos. It was a healthy transition. SGA eligibility letters were sent out on Oct 17th. Three candidates accepted their nomination to run for Secretary and Treasurer: Angela Bravo and Vivian for the first, and James Villatoro for the second. Campaigning yielded no problems, and was the week of Oct 24th. On Oct 20th, Villatoro had an accident and injured himself. He was taken to the hospital to receive care, an incident report was written and parents were informed, and he has been recovering well. RA Lupita Bustos and student Vivian Ramirez received Dean's Awards of Excellence the following week during the house meeting for their help during the incident. The SGA elections were held on Wednesday night, 10/26, and speeches were delivered. Lastly, students voted. The votes were tallied up, and Vivian Ramirez and James Villatoro were announced to be the new 2016-2017 SGA Secretary and Treasurer, which was announced in Wednesday chapel the following week. Students Genesis Polanco and Lupita Bustos were given the opportunity to attend the Assemblies of God Student Leader's Conference in Springfield, MO, and fly out 11/10. Three female students and one male student have all applied and completed interviews for RA positions next semester. Two RA's will be chosen early next month and announced in chapel. 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.

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
- 4.

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 have been underway and 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: We are in good standing with the business office.

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

Narrative Summary: For the Lord is good and worthy of all our praise! The Lord has truly been doing great things through the Spiritual Formation Department. During the 1st week of October I sat one on one with each first year student and heard their testimony. It was a great way to build relationships with them and hear their stories. It was a time to pour into them one on one and what I thought would be a time just to bless them. In turn, I was also blessed! Our students have been through so much but yet they choose to love God and live for God. I am so proud of each of them. One student testified that he had a dream that a woman prayed for him and told him he needed to come to LABI. At the end of his testimony he told me that I was the woman in his dream that prayed for him. I was blown away at how God works!

The second week of October we celebrated Hispanic heritage. The Dr. Jesse Miranda Center hosted all three of our chapels for the week, bringing dynamic sermons and even a special tamale lunch. It was such a blessing to have these mighty men of God pour into our students. The third week of the month we had a theme in chapel called "Great Expectations." We had dynamic speakers such as Dr. David Olea and two of our own LABI Staff members. The Last chapel theme for the month was on "Balance." We had Pastor Levi from TC Santa Ana come speak, as well as Board member Jessica Guzman and myself. It was a great theme that poured into students' lives.

Another new exciting thing we did this month was a poetry slam during our weekly student lead chapels that we call Outlet. This gave opportunity for students to share the gifts God has given them in poetry, spoken word and rap. It was such a great night seeing all the talent that our students have. On October 31st I was also able to give an all-girls devotional about dating and purity. It was a great time to answer some of the girl's tough questions. Every day is a blessing here at LABI. God is constantly pouring His love out to us. He truly is worthy of all our praise!

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:

2016-2017 Strategic Goals

1. Creating a higher standard for every chapel service.
2. Creating an atmosphere for effective times of prayer.
3. Aiding 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, 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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October 2016 Enrollment Report:
Eli Vega, Chief Enrollment Officer
William Mendoza, Admissions Specialist

Narrative Summary:

During the month of October we focused primarily on preparing for our ABHE site visit. We began by updating our Enrollment Procedure Manual and then gathered all the data from our Enrollment Surveys. The CQI Assessment provided good insight for the Enrollment office. Our strengths were many, and from them, the following were the highest ranked (strongly agree). 94.2%% said they were aware that LABI has several transferable agreements with universities. 90.5% said LABI admissions requirements were easily understood. 90.5% said the Enrollment View-book provides sufficient information needed for a new student to understand the admissions process. 85.7% said accurate financial aid information with regards to scholarships were made available to prospective students. 81% said the scholarship opportunities information was well communicated.

We currently have 8 completed applications for the spring 2017 semester and have 23 prospective students in the process of completing their application. With 9 weeks left until our semester 2017 we are cutting it close with only 8 completed applications. So we are currently 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 calling pastors and asking them recommendations of key youth who maybe a good institutional fit. We've been purposely hosting all SDYM youth conference meetings on our campus to expose our campus and distribute promotional material to all 30+ youth pastors who attend. Our goal with this initiative is to win over the hearts of all the youth pastors that are in our district (SPD) and bridge the Gap that exist between the district and the school. Finally we are excited and cant wait to receive the new promotional booth designs which we ordered purposely for the upcoming youth conventions (SPD, NPLAD, SWD).

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

	Current Stats	+	-
*Prospects Students	2	9	0
*Completed Applications	8	6	0

Recruitment Activity

	*Interest Card	*Online Inquiries	*Campus Visits	*Total Leads This Month
*Leads	3	7	5	15

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 on KPI's:

1. ABHE Site Visit Completed
2. 2016 Meta Analysis Report Completed
3. Total of 8 Completed applications
4. 5 campus tours booked
5. New LABI Promotional booths were designed and ordered for Youth Conventions
6. Reorganized and cleaned office furniture, files, and binders
7. Created new mail out packages through in house (cost effective) print
8. Hosted 2 youth pastors meetings on Campus

Budget: We are on below our approved spending budget.

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October 2016 Marketing Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

Throughout the month of October, the Marketing department worked very closely with every department to ensure that all content was updated on each section of the LABI College Website. A big project we had this month was creating and ordering every department's Meta Analysis poster boards. These posters are created each year so the leadership of LABI College can provide a public update to the community on the strategic initiatives that are driving LABI College forward.

We also worked closely with each department as this month the marketing department has assisted multiple departments to properly promote approaching events such as: Hispanic Heritage Week hosted by the Pastoral House, Pentecostalism and Politics hosted by the Hispanic Institute for Pentecostal Studies, and the Association for Biblical Higher Education site visit.

We are proud to announce that our department has successfully ordered and designed all murals, posters, programs, and digital flyers necessary to assist the marketing needs of the dedication of the Augie Lopez Administration Building and the Simon Franco Executive Conference Room. We are currently working on finalizing the program and mural for an event honoring the *Pillars of our Faith*, Paul and Angeline Oddo. This event will be happening on November 16th in the LABI College Chapel.

As the Spring 2017 semester approaches we are striving to help create more inquiries for the admissions department. We are trying our best to feed social media consistently and promote more about our current social media handles such as: Snapchat, Instagram and Facebook.

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:

2016-2017 Strategic Goals

1. Revamp of the LABI College website (65% Completed).
2. Reach 7,000 followers via Facebook.
3. Successfully reach the majority of LABI Alumni of all years.

Progress on KPI's

1. This summer our Facebook page has reached over 30,000+ people.
2. Our Facebook page is averaging one new like a day.
3. Our videos for this month have received 10,000 new views

Budget: The Marketing and Communications budget is in good standing

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President's Cabinet Meeting-Extended

October 11th, 2016

9:00am-11:00am

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. Mora, B. Rossi, E. Vega, K. Baca, J. Escandon, N. Romero. Extended Members: R. Estrada, S. Rojas, J. Saavedra, D. Rivera.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer (K. Baca)
2. ABHE Updates/Progress (M. Harris)
3. ABHE Site Visit Preparation/Planning (M. Harris)
4. TIC, Kern Grant, Templo Victoria Cathedral City (M. Harris)
5. Academic Update: Associates Degree (R. Estrada, S. Rojas)
6. Enrollment Update (E. Vega)
7. Media and Communications Update (J. Escandon)
8. Student Affairs Update (E. Vega/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 1st, 2016**

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President's Cabinet Meeting-Extended
October 11th, 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. Mora, B. Rossi, E. Vega, J. Escandon, N. Romero. Extended Members: S. Rojas, J. Saavedra.

President's Cabinet Minutes

1. Welcome and Prayer: Ruben Mora led the opening prayer.
2. ABHE Mock Visit: On Tuesday, October 18th LABI College will be conducting a “mock” Accreditation site visit, in preparation for the actual site visit on October 25th. Students and Board members will be invited. Staff and administrators will be “interviewed” by a panel composed of other staff/administrators. Question will be asked according to the ABHE accreditation standards.
3. Academic Update: Associates Degree: Faculty files are being organized and secured with locks in preparation for the ABHE site visit. Faculty members are being recruited and application are being reviewed for the general education courses for next semester.
4. Enrollment Update: Enrollment has been working on a newsletter to promote the on-campus associates degree program at our extension sites. Enrollment is continuing to recruit for the spring semester. Currently, there are 44 leads (6 more than last week), and 22 (4 more than last week) prospective students. Two campus tours have been given this month.
5. Marketing Update: Meta-narrative charts from each department are being created. Graphics will be displayed on poster boards at the Meta-narrative meeting on Nov. 2nd.
6. Student Affairs Update: Student disciple committee and procedures have been put in place. Resident Assistant applications are open for next spring.
7. Extensions Update: Extension night classes on campus are continuing strong with 40 students.

Next President's Cabinet Meeting: **November 1st, 2016**

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