



LABI Campus Report, September 2015

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: Marty Harris, PhD

For more information, comments, or recommendations please contact Rebekah Rossi, Writing Center Director and compiler of this Summer Edition of the Campus Monthly Report. Front office: 626.968.1328 Ext. 3023 or email Brassi@labi.edu.

LABI Campus September Report 2015

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LABI Presidential Report September 2015, Dr. Marty Harris: President

Progress on KPI's: It has been nearly a year since I took over as president of LABI College and LATS. As a licensed and ordained ministry for over 15 years, the heart of my leadership and educational strategy is built upon biblically preparing tomorrow's pastor for service and ministry, locally and globally. I have served in Christian higher education as a professor and academic leader for over twenty years, mostly at Assemblies of God Universities (Vanguard University, Bethany University and Northwest University). I have also had extensive experience as a consultant, grant writer/recipient and grant reviewer to several federal government agencies including the U.S. Department of Education Title V Program: Hispanic Serving Institutions, U.S. Department of Justice, SAMHSA, CSAP, CSAT, CMHS and several others. Our LABI College Mission to train, educate and prepare tomorrow's leaders for pastoral positions within the church and world remains unchanged!

Challenges/Opportunities: An exciting opportunity shared at the Board of Trustee meeting (September 22-23, 2015) was one which will bring a new center to LABI and provide scholarships, curriculum development funds and money for new center personnel. Reports from the major areas of the institution were also highlighted. We also proposed and provided motions for several agreements with other colleges/universities to develop, launching or to seamlessly transfer students. All of which will provide for greater opportunity for LABI/LATS graduates. These include: the launching of a Northwest University campus extension site here on our La Puente Campus, partnership and agreement with Global University, adding a new "masters" program to LATS, and exploring agreements with the Assemblies of God Theological Seminary.

General Updates: This year has been a wonderful opportunity for accreditation improvements, and strategic partnership development and growth planning. We are an official affiliate member of the Hispanic Association of Colleges and Universities. We have invested in our Bible and Ministry curriculum, learning outcomes, assessment process, and program effectiveness templates. We have also made major improvements to the cafeteria, campus signage, administrative, and enrollment offices and have plans for upcoming improvements to the library, study centers, and dorms. Additionally, the fall Board of Trustee meeting was a great success. At this meeting, I had the opportunity to share about many levels of progress we have achieved, including: accreditation

updates/advancements with ABHE and with the Alliance for Higher Education. I also shared several projects (mentioned above) and grant initiatives underway.

Business and Financial Report September 2015, Ruben Mora: Chief Financial Officer
2015-2016 Strategic Goals:

- 1) Finish our annual Financial Audit by Mark Toddhunter and Associates.
- 2) Keep LABI College under the 96% expense-to-income ratio in 2015-16 school year.
- 3) Finish the Self Study based on the Essential Elements.

Progress on KPI's:

- 1) The on-site Financial Audit was conducted on September 29th and we are expecting positive results.
- 2) We have done a fiscal adjustment with regards to bad debt. Bad debt ratio is currently at 4%.
- 3) The Essential Elements are nearly finished and will soon be submitted to Academic Office.

Challenges/Opportunities:

We continue to manage resources to ensure finishing this year strong. Considerable effort will be given to this task. Fund development is under way.

The new partnership with Pacific Oaks College presents great opportunities for the school.

General Updates:

Nehemias Romero is transitioning out of the Business Office into the position of Chief of Staff.

Gabriela Mora, formerly the Admissions Specialist, will be replacing him as Ruben's assistant.

We are excited for their new roles ahead.

Budget:

Although the unexpected low enrollment challenged this year's budget, all departments are currently under budget. This aids our efforts to end the year financially strong. Additional sources of income will continue to be sought along with the diversification of our programs.

Academic Department Report, September 2015, Dr. Andrew Stenhouse: VPAA

2015-2016 Strategic Goals:

1. Progress toward completion of accreditation Self Study for July 2015.
2. Progress in faculty training and assessments.
3. Completion of student assessments and portfolios.

Progress on KPI's: Accreditation Progress Continues. Dr. Stenhouse held a telephone conference with Dr. Richard Bell, the ABHE consultant on Thursday, September 24 to establish new relations and to provide and receive updates on the accreditation process. Dr. Stenhouse will continue to work with the LABI accreditation team as well as provide his own edits and revisions to the major components of the Self-Study, to be submitted by November 15, 2015. Dr. Stenhouse will convene an ABHE steering committee to finalize the documents and ensure proper documentation and inclusion of appropriate exhibits.

Challenges/Opportunities: Overreliance of adjunct instructors. With the budgetary realities and historical use of adjuncts to teach nearly all LABI College courses, the emotional and professional investment of resident faculty is limited to a few who also hold administrative responsibilities. An opportunity exists to explore ways to provide sustainable agreements with faculty members who fulfill an annual faculty contract, indicating agreed upon teaching load and academic responsibilities, rather than course-by-course agreements.

Strong Academic Leadership Team. There is a strong collaboration among the developing academic leadership, the Assistant Deans (AD) Team. Led by Dr. Stenhouse, VPAA/Provost, the team includes Vikram Peters, Assistant Dean, Bible & Ministry degree program; Becky Rossi, Assistant Dean, Academic Resources; Sara Lopez, Assistant Dean, Academic Support & Registrar.

General Updates: After further conversation on Friday, September 23, 2015 with Kim Latsa, ABHE Accreditation Services Assistant, Dr. Stenhouse will facilitate the submission of the following documents by November 15, 2015:

1. Assessment Plan (Self-Study)
2. Compliance Plan (Self-Study)
3. Planning Document (Self-Study)
4. Statistical Abstract (Self-study)
5. Regulatory Requirements (Self-Study)
6. Annual Report (with Financial Audit)
7. Progress Report (response to 2/27/15 ABHE Action Letter)

LABI College Faculty Development. Dr. Stenhouse began hosting monthly faculty lunches this month. This will be a time for general academic conversation and fellowship among the faculty community. Not only will this serve as a time of like-minded sharing, but it will also provide an opportunity to disseminate information, solicit feedback, and collaboratively support one another through idea sharing and collective problem-solving. The first faculty lunch was held Tuesday, September 8, 2015. Nearly all faculty members were able to attend, receiving a copy of Parker Palmer's, *Let your life Speak*, as a gift.

Budget: The Academic Office is within good standing with the financial department.

Student Services Report September 2015, Robert Cerda: Chief of Student Affairs

2015-2016 Strategic Goals.

1. Work on Servant Leadership Proposal to present to the Presidential cabinet.
2. Create an assessment form and evaluate the student body's needs for improvements.
3. Plan two workshops on developing healthy habits and preventing burn-out.

Progress on KPI's: In an attempt to further develop the student leaders, we have focused the weekly meeting to maintenance of healthy relationships by consistently developing a relationship with the Lord through spending time in prayer and reading Scripture. Also, we had an outing with the team on September 23, 2015 to promote team unity. The outing served to facilitate the conversation and to encourage them to refocus on their priorities to maintain a healthy and positive attitude towards others and themselves. Additionally, we have postponed the workshops that were scheduled for September to be scheduled for October and November 2015. Which will be Creating Healthy Habits and How to Prevent Burn-Out. Both workshops will be taught by our administration and or Presidential cabinet members.

Challenges and Opportunities: The challenge the student life team is having is addressing their personal problems and resolving them amongst themselves, so we used this time to address and encourage them to do so in a healthy manner. The feedback we received from students of the conflict amongst the leaders was that it was due to the high stress demands of their employment, academics, and personal obligations.

General Updates: Lastly, in an attempt to further provided satisfactory services we are planning to evaluate the student body for customer satisfaction of food, residence, complaints, and LABI College policies by the beginning of October. This will give us time for quality control of campus life student satisfactory.

Budget: The training and team building activities costs were on budget.

Communications September Report, Joshua Escandon: Chief Communications Officer

2015-2016 Strategic Goals:

1. Format and Print each departments Strategic Initiative poster for our Open House.
2. Promote/ create Web tab for the launching of the Hispanic Institute for Pentecostal Learning
3. Create “Student Highlight” videos - focusing on students out of state.
4. Create new marketing tools – Flyers, T-shirts, flags, ect.
5. Update content/photos on LABI website with current staff, students, ministry teams

Progress on KPI's:

The LABI Touring team, The Student Government Association, and the Fall 2015 Student teams were all able to have their updated pictures taken and updated on the website. Our department was able to construct the strategic initiatives poster boards at a very reasonable price and were a huge success.

Challenges or Opportunities: We are excited to announce that the department of Media and Communications will be experimenting with new phone apps (“Periscope”, “Snapchat”, and “Vimeo”) that will help reach our social media audience on a new level.

General Updates: Since August, the Media and Communications Department have accomplished a lot to effectively market LABI College, LATS, and Extensions. Other items that have been accomplished include the: new Hispanic Institute for Pentecostal Learning tab on the website, created a visual appealing Strategic Initiatives poster board presentation, and provided excellent internal and external communications for each head of department.

Budget: At this point, the Marketing and Communications budget is at a good standing.

Spiritual Formation Report September 2015, Krystal Baca: Dean of Spiritual Formation

2015-2016 Strategic Goals:

- Pastoral Manual: Complete writing a Spiritual Formation Manual in conjunction with the ABHE Accreditation Standard #8-Student Services.
- Establishing part time pastoral positions: Spanish Pastor, Worship Pastor & Men's Pastor
- Launching LABI Tour team.
- Creating a higher standard for every chapel service.
- Cultivating an atmosphere of effective prayer time.
- 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:

We have created a comprehensive outline to initiate the collecting and organizing of data for the Pastoral Manual. We have also created chapel themes and contacting guest speakers for spring semester.

Challenges or Opportunities:

A budget is needed for potential chapel speakers. Part time Pastor Positions need to be filled.

One full time pastor doing the same job as four part time pastor positions is difficult.

Establishing better communication with mobilization churches is a great opportunity.

General Updates:

Tour Team went to minster for the first time on September 13th 2015. Students began mobilization September 13th 2015. Electronic attendance tracking was launched September 14th 2015. Two Student workers were assigned to work in the Spiritual Formation office as of September 14th 2015.

Budget:

The office of Spiritual Formation does not have revolving budget.

2015-2016 Strategic Goals

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

Progress on KPI's: Library attendants are now required to complete an application packet and daily checklist, as well as to dress professionally while on shift. All current textbooks are now kept in a locked case, and students can check them out in 2-hour blocks. A new form has been given to all professors (Reserve Request) to allow organization and communication between professors and the library. Student Janell Lopez and Alumni Jenny Santana have been inputting data for a collective six hours a week. We are now aware of Library World's ability to allot barcodes for patrons; this will allow us to assign barcodes to students, and scan their books in and out to replace the current sign-in/out process. Also, a comprehensive Neighboring Libraries sheet was created for students seeking resources beyond our ability. Our first library program is set for October 14th.

Challenges or Opportunities: Volunteer support, although helpful, has been unstable due to varied personal conflicts of time.

General Updates: Our hours have slightly extended due to increased volunteer support. We are now open close to 65 hours a week. We have also attained two areas for separate trash and recycling bins: the front computer lab, and the back study room.

Budget: Currently, the library has spent \$284.23 for professor-requested textbooks, and \$67.45 for four new trash and recycling bins (\$351.68 total). Of our \$500 budget, we have \$148.32 left.

Enrollment Management Report September 2015, Gabriela Mora

2015-2016 Strategic Goals:

1. Call all new applicants
2. Develop recruiters for conventions
3. Strategize new recruitment concepts

Progress on KPI's: The Enrollment Office currently has 39 new Prospect Students. New promotional material has been created and is currently in circulation.

Challenges/Opportunities: The enrollment office has been working hard to keep the interest of all new prospects. We currently have 39 prospective students. Both the Admissions Specialist and Admissions Student Intern have been constantly making calls and sending emails to all new prospects. We are also currently working on ordering new promotional materials - a new concept that we will try out this year is ordering usb flash drives, where we will upload the application and promo video to give out to potential students.

General Updates: In addition, the team has been working hard to strategically plan out *College Days* to present to all stakeholders. This season is very busy for the enrollment office as we are getting ready for major events like So- Cal Convention, SPD Convention, NPLAD Convention, and Colorado Convention. It is also our hot season to recruit new students for the Spring semester. Major changes are happening in the enrollment office as we continue to recruit and promote, the enrollment office has set a goal to promote LABI's mascot, the bear at all the events we will be attending.

Budget: We are within our budget.

Assistant Dean, Faculty Support & Registrar's Report, September 2015

Sara Lopez

2015-2016 Strategic Goals

1. Manage Student/Faculty Records
2. CQI Assessment
3. Academic Development
4. Faculty Support & Assistance

Progress on KPI's:

On September 23, 2015 LABI College successfully hosted the first ever open house CQI Assessment presentations to students, board members, and guests.

Manage Student/Faculty Records. As the LABI College Registrar a large responsibility includes: managing student records, ensuring that all necessary information is included, ensuring faculty contracts are submitted and completed, and information is filed correctly.

Challenges/Opportunities: CQI Assessment. In addition, this month LABI College was able to successfully present their CQI Assessment information that was obtained by the beginning of the year. In particular, the academic department, with the help of the provost Dr. Stenhouse, was able to present the data acquired from graduate questionnaires, portfolios, course evaluations, and enrollment information. Part of the analysis included an overview of our strengths, weaknesses, opportunities, but also, our 2-5 year plan. This semester LABI was able to retain 64% of the returning students from Spring Semester 2015. In comparison to Fall 2014 we retained 69% of our students. Interestingly, from the students that did not return 37% of the students were in academic probation and academic warning.

General Updates: Academic Development/ Faculty Support & Assistance. In order to continuously improve, the Assistant Deans team is in constant collaboration to enhance the academic department, improve curriculum, and collectively solve problems. I am also working closely with the enrollment assistant to ensure that all current and prospective students are undergoing through the correct channels prior to application. Furthermore, during the semester I am in constant communication with faculty members providing assistance whether it is technology needs, copies, materials, or assistance answering any kind of questions.

Budget: Academic Department budget is within good standing.

Residence Department September Report, Sandra Cerda: Residence Director

2015-2016 Strategic Goals:

1. Student leadership training
2. Relationship building
3. Coordinate weekly activities

Progress on KPI's: Since the last report the residence department has welcomed two new students, therefore, we currently have a total of 47 students living on-campus.

In addition, we continue to make progress by giving our students opportunity to engage and fellowship with one another outside of the classroom. Therefore, this month the residence department conducted a staff vs. student's volleyball game and we had a great turnout of administrators and student involvement. Our department also supported the Girl's Night Out event hosted by the Pastoral House. In addition, a movie night on the lawn was conducted and was well received by the students. However, a new item this semester is the devotionals lead by the residence team, which are held bi-weekly.

Opportunities or Challenges: Due to the low on-campus enrollment the head of janitorial, landscape, and kitchen manager have been working extra hours due to the high demand and lack of inconsistency of the student to their servant leadership responsibilities.

General Updates: We continue to focus on leadership training and emphasizing in relationships building with our students, one book we started reading as a team and have been putting into practice is, *25 Ways to Win with People*, by John Maxwell. In addition, we conducted a leadership outing last Wednesday night and had dinner together at a nearby restaurant.

Budget: In regards to budget, all activities and events were done under budget.

Strategic Goals Continued 2015-2016:

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

Progress on KPI's:

I spoke with Rev. Luis Camacho. He serves The Lord as pastor in the area of Bellingham, Washington. We agreed to open a new study center by the month of November in the second week.

Challenges and Opportunities:

Opportunities include taking advantage of the influence of Fall semester to encourage coordinators and students to re-open the extension of San Diego, Bakersfield and San Bernardino area. Also, to consolidate the class time in the process of learning in every LATS extension according to the Carnegie system of units time. Also, to structure the Master Theological Program (SETEPEN) in the merging with LATS. This program will be offered to our graduate students and other candidates through all our study centers in USA and Mexico. This is great news to our graduates to pursue their studies in Spanish at this level.

General Updates: We have begun the Fall quarter with nineteen centers and approximately 224 students. They are working well in this noble cause of Jesus.

Budget:

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

LABI Extensions Report September 2015, J. L. Saavedra: Associate Dean LABI Extensions

2015-2016 Strategic Objectives:

- a) Supervise the beginning of the academic calendar 2015.
- b) Promote the opening of new LABI Extensions.
- c) Promote the development of the project of online classes.

Progress on KPI's: We have finished the third quarter of 2015 academic calendar and are in the process of start of the last quarter. A total of fifty-five extension centers are active, having recorded a total of approximately 900 students.

Challenges or Opportunities: This year we have opened seven new extensions, and three centers have reopened the extension. For the next quarter we are working on opening three new extensions, one in Greeley, Colorado; Albuquerque, New Mexico; and Los Angeles, California.

General Updates: We have completed the third class of our online program of 2015, a total of seventy-five students were involved. The goal for 2015 is to register 200 new students.

Budget: We are within our budget.

Student Governance Association Report September 2015, Ivan Chavez: SGA President

2015-2016 Strategic Goals:

1. Establish a strong and consistent communication within the team and affirm SGA Roles and duties.
2. Support student proposals/student lead activities when presented to the team.
3. Create a lively school environment as new students and returning students arrive on campus.
4. Develop new ideas and plans that will keep the student body engaged with each other, primarily with off campus students.

Progress on KPI's: The Student vs. Staff Volleyball game brought the student body closer together. Significant amount of positive feedback was received from both the students and staff. Partnering with the Pastoral department to launch the Hispanic Pentecostal Heritage Week was successful. The team work diligently to create a fitting environment that shows LABI College as a major impact for the Hispanic Pentecostal community. Also, SGA now has a role with the Yearbook Signing Committee. To begin brainstorming, a meeting took place this month with the Chief of Student Affairs Robert Cerda, and Chief of Communications Josh Escandon. Coordinating a team to support and volunteer with SPDYM for Youth conference has begun.

Challenges & Opportunities: There has been minor conflict of communication amongst the team. We are adjusting to a new team meeting schedule. Hebrews (our on-campus student-led coffee shop) has been neglected with regards to purchasing new items in a reasonable amount of time. Low staff has affected sales in a negative manner. Hebrews is producing profit in a slow manner. Lastly, taking partial responsibility with the Yearbook Committee adds more weight to the team's priorities.

General Updates: Overall, SGA continues the semester with a strong and positive attitude. Meetings are always precise, clear and meaningful. Bonds with the Southern Pacific District Youth Ministry have been developing, and future plans for close networking is in progress. SGA is currently waiting for approval to participate in Board Meetings regarding Student Life, proposed by the Dean of Students, Robert Cerda. There is a positive environment of living in the student body.

Budget: SGA has an outstanding balance of \$359.90 in the SGA Account. (This amount does not include the sales made in Hebrews.) Hebrews has made significant sales of \$282.35 for the first month of business.

Otherwise, SGA is clear of all debts with the Financial Office.

2015-2016 Strategic Goals

- To continuously train tutors throughout the semester
- To hold four work shops throughout the semester, each with increased sessions
- To have 50% of the student body collectively attend each Workshop Week
- 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: This month, we had a large increase in workshop attendance! From last month (5%) to this month (35%), we are seeing increased awareness of the need for technical training. Student feedback was tremendous; many reported greater ease and understanding in crafting thesis statements. We gave out Starbucks gift cards and candy as incentive, which also helped increase attendance over the 5 sessions! We have 45 face-to-face appointments scheduled to-date, with 11 already completed. Reminders and notifications of e-mail confirmations (text and e-mail) have improved and retain many appointments, which had previously been a weak spot.

Challenges or Opportunities: Some students struggle with keeping personal schedules, and about 10 have missed their scheduled appointments. This “wastes” the time of volunteer tutors who prepare and drive to campus. This is an opportunity to continue increasing standards of responsibility through professors who have made appointments required.

General Updates: The Writing Center has a new coffee bar: growing familial aesthetic!

Budget: Currently, we are in great standing with the financial office. We have spent \$40 on donuts and gift cards for our September Workshop Week.

2015-2016 Strategic Goals:

- 1) Discuss partnership with LATS
- 2) Strategize new recruitment concepts
- 3) Discuss new program options

*Progress on KPI's: **Plan new cohort of ExCEL.*** ExCEL continues to move towards the last classes of the semester. We are proud to also be working on an intimate celebration, to honor and congratulate the very first ExCEL Certificate Program class competition. This will be a time for current students to receive their certificate and fellowship with their families and faculty of ExCEL.

Challenges and Opportunities: In addition, great things are happening for the ExCEL program. I recently met with Denis Rivera, LATS Director, to discuss the possibility of a transfer agreement for the ExCEL students. During the meeting we discussed admission requirements, unit transferability, and many other key items. Although, a final decision or agreement has not been finalized, we are moving in a positive direction. This opportunity will benefit many church leaders. Another important feature happening with ExCEL is the addition of other programs such as youth ministries. New programs will help bring in more diverse student body to ExCEL.

General Updates: The new semester start date has not changed and is in progress to begin early January and continue till June 2016.

Budget Progress

The ExCEL Certificate Program operates with no budget at this moment.

Facilities Report September 2015, Robert Cerda: Chief of Student Affairs

2015-2016 Strategic Goals (September):

1. Training heads of departments on basic supervising and management principles.
2. Trim a total of 8 trees by the Lomitas entrance.
3. Clear and organize the general storage bin.

Progress on KPI's: The Facilities personnel are working hard to maintain a safe and clean campus. Days and times are rescheduled due to limited amount of student workers. In an attempt to resolve the challenge of not only low enrollment, but also of students not reporting to work, I am working on job descriptions, and alternative solutions to get students to not only report to work, but to do it with the right attitude. Also, in the early days of September due to the hot weather we spent a substantial amount of time and money on the AC units. A total of 4 AC units needed attention because of electrical circuits' burn out. This was caused in part by the fact that we had to leave the AC units on 24 hour a day in the student dorms, due to the hot weather.

Challenges and Opportunities: The WIFI is working slow at peak times, increase in bandwidth and service is necessary. Also, getting work done through students with servant leadership has been a real challenge. They have failed to report to work and are concern that they do not get paid for their work. However, job descriptions and restructuring servant leadership program is in the works.

General Updates: All AC units are working great. We implemented a schedule to turn off the AC units in the dorms every morning from 8:00 am -12:00 pm. A student leader has been given the responsibility to ensure that the AC units are off every day.

Budget: At this moment the Facilities Department is making repairs and purchases on an as-need basis only. We are on target.