



LABI Campus Monthly Report: December 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: Dr. Marty Harris, PhD

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LABI Campus December Report 2015

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Presidential December 2015 Report: Dr. Marty Harris, President

I wanted to let you all know that in December we received the first of a sizable donation from a private family foundation to support a number of study centers throughout the campus. Related to this, a MAPS construction team will be coming in May to help finalize these and other projects throughout the campus.

In December, I also sent out guidance and some templates I created to all of the Assemblies of God University presidents. This information was prepared to help them achieve designation as a U.S. Department of Education Title III A institution. Several of them applied and were successful. The benefit includes immediate relief from expectations within their federal work study programs, as well as potential eligibility to funding through grants from the DoE.

Dr. Jesse Miranda and I have finalized an excellent draft for a separate family foundation grant that is in excess of \$500,000. This grant is primarily dedicated to the launching of the Dr. Jesse Miranda Center on our campus. This grant also includes funding for some infrastructure, rental income, and curriculum development along with scholarships.

The Dr. Isaac Canales Preaching Center is coming together nicely. We will be working on a launch for a lecture series soon and hope to have Dr. Canales inaugurate the center sometime in February. I am working closely with Pastor Josh Canales, Vikram Peters, Becky Rossi, and Josh Escandon to promote this exciting new venture.

Eli Vega, our Dean of Students has come up with a new proposal for a student center. Using existing resources, facilities, and budget, we will be launching a new Student Union Center for our students. This would be a space for devotionals, prayer, and other student meetings etc. We expect to have that space fully built out and functional by mid-spring.

In December, I was invited by the Association for Biblical Higher Education (ABHE) to register as an accreditation site visitor consultant for other colleges and universities being evaluated by or under consideration for ABHE accreditation or renewal. I was also invited to serve as a scientific reviewer for the American Psychological Association Fellowship Program. This program provides doctoral level funding to those seeking advanced training in psychology, neuroscience, gerontology, research and medicine.

I have been working very closely with our VPAA on a new academic administrative structure that will include (3) deans reporting to his office. We have worked out job descriptions, appointment letters, budget and financial issues, and hope to make an announcement regarding these positions (and promotions) within the next couple of weeks. We also continue to make progress with our articulation agreements. We will be meeting with Northwest University administrators in February, and continue our progress with Oral Roberts University, among others.

Finally, please stay tuned to an announcement regarding the New LABI College Foundation. This foundation is being launched and led by Dr. Grace Morales-Scott. Dr. Grace has tirelessly created the ground work needed for this foundation, and recently we have received the approval levels necessary to launch.

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Business and Financial October 2015 Report: Ruben Mora, Chief Financial Officer

2015-2016 Strategic Goals

- 1) Keep LABI College under the 96% expense-to-income ratio in 2015-16 school year.
- 2) Manage resources to the end of the year to ensure a successful transition into next semester.
- 3) Have Gabriela Mora fully cross-trained in all Business aspects by the end of the year.

Progress on KPI's

1. Bad debt ratio is currently at 4% from past student debts.
2. The Accreditation Self Study has been reviewed by committee and it has been sent to ABHE.

Challenges/Opportunities

Most employees have been returned to their normal hours. As the New Year 2016 enters, we will look at returning all employees to their normal shifts.

General Updates

We received a considerable donation from a donor. Churches, other individuals and Districts continue to support our College. Several institutions have donated furniture to our College.

We are looking to close the year strong in all financial matters.

Budget

Although “lower” student numbers have presented some financial challenges, LABI College will finish the year with balanced books. Several contributions have aided in the process.

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2015-16 Strategic Goals

Program Expansion. The VPAA continues to collaborate with the President to plan for the future.

Expanding academic programs include:

- A. Master's Program (SETEPEN) – Dialogue continues with Urias Mendoza regarding the integration with SETEPEN and his potential appointment as Dean of LATS, overseeing both the Master's program and collaborating with Assistant Dean, Denis Rivera to provide oversight of the Bachelor's degree.
- B. Certificate Program (EXCEL) – Vikram Peters has collaborated with faculty and district personnel to identify and develop a new certificate program in Youth Ministry which is expected to launch Spring 2016.

"The Excel Youth Ministry program is purposed to train and equip those in professional youth ministry for the future. The program tasks leaders with the opportunity to focus on various academic disciplines essential for ministering to young people in the 21st century." (Vikram Peters)

KPI Progress

The VPAA continues to develop the academic leadership team. Effective January 1, 2016, Vikram Peters will assume the role of Dean of Academic Affairs for LABI College and Jose Saavedra will assume the role of Dean of LABI Extension. Both will assume strategic leadership and oversight with the overall responsibility to grow programs while ensuring quality academics and efficient operations.

Challenges/Opportunities

With the expansion of academic programs, the challenge will be to retain the uniqueness of LABI. In order to facilitate this, the VPAA and President are exploring an integrated structure that provides autonomous leadership of programs while ensuring institutional integrity and organizational culture.

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2015-2016 Strategic Goals

1. Manage student & faculty records.
2. Registration preparation
3. Ensure faculty support & assistance/Academic development.

Key Performance Indicator

LABI College will be commencing spring semester 2016 on January 28th.

Manage Student/Faculty Records

As we prepare for spring semester, the Admissions Director and I ensure that prospective students are submitting the appropriate paperwork and requirements needed. In order to improve our academic standards with the new pool of students registering, I review the prospective student's transcripts and testimony. If students have below a 2.0 they are automatically placed in academic warning.

Registration Preparation

During the month of December the Academic Deans finalized the spring 2016 course schedule and made it accessible to all students. Online registration for returning students will be January 11th through our Populi database. Registration for new and returning students that did not register on their own will be January 21-22. Currently, we are preparing for spring semester registration and the academic orientation.

Ensure Faculty Support & Assistance/ Academic Development

As we prepare for spring semester 2016 I am in constant communication with faculty members about faculty contracts and providing the necessary forms for the start of the semester such as: student relations classroom management form, official grade change form, and at risk student form.

Budget

Academic Department budget is at a good standing.

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2015-2016 Strategic Goals

1. Supervise the beginning of the academic calendar 2015.
2. Promote the opening of new LABI Extensions.
3. Promote the development of the project of online classes.

Progress of Strategic Objectives

1. We have concluded the academic calendar of the year 2015, a total of fifty-five extension centers are active, and about 900 students are registered.
2. In 2015, seven new extensions were opened and three extensions have been reopened.
3. The online class program has completed its first year of operation, a total of seventy-five students have been part of this experience.

Challenges / Opportunities

1. Serve with our Diploma program in biblical studies not only in our district in assemblies of God, but to the local Hispanic churches in the American nation and the world.
2. That our classroom and online program is made available to any person in the world.
3. Customer satisfaction in the various areas of service.

Budget

1. Culminating the year 2015 we have reached the goal by 100%. God has been good.

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2015-2016 Strategic Goals

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

Key Performance Indicators

In the month of February we are going to give online classes, especially for the students in the area of Oregon and Washington. This is necessary because in the winter station; the snow is very heavy in those areas and transportation for students is difficult. We were talking with Rev. Bertha Alcantar, coordinator of this area, to implement this methodological education. At the same time we are looking for those students who did not continue their studies in the traditional way and recruit them to study in the online program.

Challenges and Opportunities

To be updated with educational technology will a never ending challenge. Technology goes so fast it is difficult to gain new frontier in the world of education. Our teachers and students need seminars to be educated in this area. Today, it is not enough to have an educational title, it is necessary to be updated with the technology to educate people online.

General update

I will say this year was very good relation to achieving new study centers. The Lord helped us to open local study centers in Mexico as in the USA. Also, sharing online classes in Cuauhtémoc and Las Vegas Centers.

Budget

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

2015-2016 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-two library program events a semester

Progress on KPI's

A new employee (Karina Rivera) has been (temporarily, hopefully long-term) executing data entry over Christmas break. With her help, the library currently has 5,585 books catalogued in our system. This is 418 more books since the end of last month! This progress will feed into our ability to update our process of checking books in and out, as all books will be in the system. Also, Rossi is in the planning stages of a library event in honor of women authors for Women's History Month in March. Dr. Graciela Scott-Morales has agreed to help in this effort.

Challenges or Opportunities

Patrons are not easily tracked down for library fines due to our under-catalogued volumes. However, many students were tracked down through email and phone calls, and successfully managed their debts.

General Updates

The library held its first successful Encouragement Corner during finals week, completely for the sake of encouragement for students through their exams and papers. Students were served coffee, fruit, nuts, candy, and encouraging notes throughout the entirety of finals week, and much grateful feedback was received.

Budget

The Library's budget is in good standing.

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Writing Center December 2015 Report: Rebekah Rossi, Associate Dean, Academic Resources
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

Three Spring workshops have been established by way of feedback from professors and the Dean of Academic Affairs. Dates, times, and classrooms have been unofficially approved, and are waiting on final approval from all staff's confirmation. The first will be on research, citation, and avoiding plagiarism. The second will be a repeated lesson on the thesis statement, and the third will be on common mistakes on college papers. Rossi will also co-present on Learning Disabilities with Dr. David Olea at the 1/28 business faculty meeting.

Challenges or Opportunities

Many "unknows" exist concerning tutors and Writing Center hours. Last semester's volunteers may not return, and have yet to confirm either way. The Writing Center director hopes to have solidified a new team by the start of online registration (1/11).

General Updates

Wonderfully, the Admissions Specialist has volunteered to help in the Writing Center on Tuesday and Thursday evenings! He will be trained on 1/12. Argosy University has accepted LABI College as a practicum site for their graduate students, and on January 18th, Rossi will begin receiving applications for two Argosy interns. One will specialize in assessment for learning disabilities. This is a huge victory, as the service will be provided on campus, 16 hours a week, five days a week, and completely free of charge to both LABI and the student.

Budget

The Writing Center is in good standing financially with no new purchases.

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2015-2016 Strategic Goals

1. Remolding Residential Lobbies
2. SGA/ Student Union Center
3. Planning for 2016 spring semester.

General Updates

As a holistic attempt to improve the quality of student life both lobbies in the dormitories have been partially remodeled to provide more space for students to study, network, and to fellowship. New updated dormitory maps as well as evacuation guidelines have been made and will be installed in all dormitory halls by the end of this month. Working along with the SGA team we have developed the ground work for the launching of the new Student Union Center which we anticipate to release to the students this spring 2016. The new Student Union Center will be located where the old gym room is currently located and thus, providing a focal space for students to identify if they choose to participate in additional ministry, education, and social activities opportunities. A team of qualify student leaders is currently being recruited to represent the Student Union which will be led by the SGA team. The student manual and every other procedure manual as well as operational manuals managed by the dean student affairs is being reviewed and updated. Finally we are undergoing final preparations for the student leadership training which is scheduled to happen on January 18-21 is almost complete.

Challenges and Opportunities

By launching the Student Union Center all the gymnasium equipment is currently being sold online with hopes of making some extra cash to provide more furniture and equipment for our Student Union Center and dormitory lobbies.

Budget

We are on target and within Budget.

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

2015-2016 Strategic Goals

1. Launching LABI Tour team.
2. Creating a higher standard for every chapel service.
3. Cultivating an atmosphere of effective prayer time.
4. 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

Establishing better communication with mobilization churches is a great opportunity.

General Updates

Planning has begun for the spring semester. 5 chapel themes have been established for the semester. 20 speakers have confirmed to speaking in chapel with themes in consideration. 94 prayer options have been established and planned.

Budget

The office of Spiritual Formation is on budget.

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Dining Commons December 2015 Report, Mario Ramirez, Head Chef

2015-2016 Strategic Goals

- 1) Maintain high food quality.
- 2) Keep kitchen clean, presentable, and sanitary.
- 3) Safe working environment.

Progress on KPI's

- 1) Maintaining quality food with the budget given.
- 2) Continue to have high satisfaction and positive feedback among students and LABI staff.

Challenges/Opportunities

For this month not much challenges.

General Updates

Sarah Romero will be our new cook assistant 2016. Christmas party for student everything was good, Hear good comments. We had the group of 100 for 3 days everything come out good.

Budget

We are staying within our food budget for the 2015-2016 school year.

Aloha and Mahalo for your kokua!

Strategic Goals

1. Be quick to adjust and maintain close team communication during transition of leaders, Dean of Students
2. Maintain school unity within the student body through supporting student events, and listening to student proposals.
3. Focus with commuter involvement. Brainstorm and plan for a commuter focused event.

Key Performance Indicators

1. SGA has eagerly welcomed our new Dean of Students Eli Vega to student life leadership. We were quick to adjust and remained flexible as we transitioned from Robert Cerda. Working with Eli Vega has greatly motivated the team and challenged step up in our place in leadership. The students are responding positively with the new staff member.
2. Working alongside SPDYM, SGA lead a team of students to volunteer and work in this year's Youth Conference. Our Student Volunteers were assigned to usher crowds, prayer for young people, and assist at different departments. They did a phenomenal job.
3. In the Spirit of Thanks and appreciation, SGA hosted a Thanksgiving lunch for the LABI Community and SPD guests. The Oddo diner was lightly decorated and arranged for close, friendly dining; and Chef Mario and his team helped by preparing a delicious Thanksgiving theme meal for everyone. During Chapel, in remembrance of Jesus and as an act of gratitude, SGA President Ivan Chavez led the students and staff in Holy Communion. Overall, it was a blessed day to unite as a community and share our love towards one another and love on God.

Challenges and Opportunities

1. The month of November has been pact and busy in regard of student life and activities. Communication between our team has improved, and we have demonstrated integrity in our effectiveness in our planning. Planning and team cooperation can always use some improvement.
2. A proposal for Commuter based events has been postponed until further notice.

General Update

SGA has remained united with the new appointed Dean of Students, who has challenged everyone to do their part as leaders, students, and servants of God. Student life and spiritual life has taken a positive turn in the dormitories, and all around school. Preparations have commenced for our Christmas banquet.

Budget

SGA is clear of all debts with the Financial Office.

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Enrollment Management December 2015 Report: Brian Alvarez, Director of Admissions

2015-2016 Strategic Goals

1. Call all new applicants
2. Student Ambassador Program
3. Strategize new recruitment concepts

Progress on KPI's

The month of December has been a very busy month but slow in results due to the Holidays quickly approaching. Throughout this month we have developed strategies and projects to recruit new students for Spring 2016. Our current status for Spring 2016 is 39 applicants and 7 accepted. Fall enrollment is currently at 8 new applicants. We have 11 applications that are pending acceptance due to items that are missing. Our goal for the Spring semester is to meet or exceed 15 new students. Currently we are off-track to meet that goal. We are persisting and calling the 11 applicants to satisfy all requirements for the application process and have them register for classes soon.

Challenges/Opportunities

The Enrollment Office has been working hard to keep the interest of all new prospects. The Admissions Specialist and Student Ambassadors have been constantly making calls and sending emails to all new and current prospects. We're also developing a new admissions book called now "View Book", this will be one of our major tools to recruit. We're also working on other material: poster of 2016 updates, Instagram posts, Coffee Nights at LABI, church visits, LABI Spring preview.

General Updates

This month and the beginning of January will be a time of training, development and strategic planning. We have been planning for 2016 and the events that we will be pertaining to recruiting.

Budget

We are within our budget.

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2015-2016 Strategic Goals

1. Launch new social media segment “Alumni Advice”.
2. Successfully promote LABI Coffee night with flyers, videos, and website updates.
3. Create/promote an easier way to “give” to LABI College by creating a new paypal account.
4. Grab follower’s attention via social media by promoting “Spring Updates”, such as the LABI Foundation, Isaac Canales Preaching Center, and the student union.

Key Performance Indicators

In the month of December the Media and Communications department focused on capturing current students’ attention by incorporating LABI Alumni into social media feeds. As the Communications department launched “Alumni Advice”, we were able to connect alumni and current students together. As the new semester approaches we are targeting future LABI student as we promote “Coffee nights”. We have successfully put out two videos, and a flyer regarding this event and have received positive feedback on both via social media.

Opportunity

As we continue promoting “Alumni Advice”, we gain more followers on Instagram, Facebook, and Twitter due to the tagging of every individual we feature on pages.

General Update

Since the last communications report in November, the Media and Communications Department have accomplished a lot to effectively market LABI College, LATS, and Extensions. Other items that have been accomplished include: promoting the Hispanic Institute for Pentecostal Studies, the Dr. Isaac Canales Preaching Center, new staff roles, the launching of our Student Union, and our application updates to the Association of Biblical Higher Education.

Budget

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

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2015-2016 Strategic Goals

1. Increase Alumni involvement via social media by promoting “Spring 2016 Updates”.
2. Encourage Alumni to bring their youth groups/churches to our “Coffee Nights” event happening in mid-January.
3. Connect with Alumni via social media as we begin launching our new social media segment “Alumni Advice”
4. Gather data from Alumni by presenting over the phone survey questions about LABI.

Key Performance Indicators

The LABI Alumni Association has been reaching out to alumni from all different classes to gather “Alumni Advice” in hopes to inspire those attending and soon to be attending LABI.

Opportunity

We hope to gain more involvement with our alumni via Facebook and Instagram. As we continue using “Alumni Advice”, we hope that the tagging of each individual will gain more action on news feeds.

Challenges

It has been challenging reaching alumni from classes before the 90’s due to their lack of social media use. We are striving to make the “ForeverLABI” website an easy tool for each class to get connected.

General Update

Since the last Alumni Association report, we have accomplished a lot to effectively reach former graduates of LABI. Other items that have been accomplished include: updating our alumni on “Spring 2016 updates”, for example the Hispanic Institute for Pentecostal Studies, the Dr. Isaac Canales Preaching Center, and the launching of our new student union.

Budget

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

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President's Cabinet Meeting

January 5th, 2016 (Postponed)

8:45am-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), A. Stenhouse, G. Mora, S. Cerda, R. Cerda, E. Vega, R. Mora, N. Romero, B. Alvarez. J. Escandon. Extended Members: B. Rossi, S. Lopez, V. Peters, D. Rivera, J. Saavedra.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer (K. Baca)
2. Review and Approval of Minutes (M. Harris)
3. MAPS, the Oddo's, and Fundraising (M. Harris)
4. Enrollment Update (Weekly Reports/Events) (B. Alvarez)
5. Media and Communications Update (J. Escandon)
6. ICPC and HIPS Update (B. Rossi and V. Peters)
7. Academic Update: SETEPEN, Extensions, LATS (A. Stenhouse, J. Saavedra, D. Rivera)
8. Business and Finance Update: Current Status (R. Mora)
9. Student Affairs Update (E. Vega)
10. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **January 22nd, 2016**

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President's Cabinet Meeting-Extended

December 8th, 2015 (Minutes)

8:45am-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 Present: M. Harris (Chair), A. Stenhouse, G. Mora, S. Cerda, R. Cerda, E. Vega, R. Mora, N. Romero, B. Alvarez. J. Escandon. Extended Members: B. Rossi, S. Lopez, V. Peters, D. Rivera, J. Saavedra.

President's Cabinet Minutes

11. Welcome, Devotional, and Prayer: An initial prayer was given to start the meeting.
12. MAPS, the Oddo's, and Fundraising: A grant proposal was given to the Oddo family during a lunch meeting with Dr. Harris. The Oddo's committed to a significant donation for school projects based on the proposal.
13. Campus Violence and Shooting Protocol: Steps will be taken to update the current manual to include an “active shooter” policy. Conversations have started with the sheriff's department to train/counsel the school on active shooter protocols/policies. A Committee will soon be formed.
14. Enrollment Update (Weekly Reports/Events): There is a steady progress on applicants. With 71 total applicants, 58 are over 50% complete and 10-12 are almost 100% for the Spring semester. Strategies for student retention will be implemented.
15. Media and Communications Update: Social media is doing well. The new LABI viewbook and yearbook are also currently being made.
16. ICPC and HIPS Update: The Isaac Canales Preaching Center (ICPC) was approved by the cabinet to be placed within the Alice E. Luce Chapel. Dr. Canales will be speaking at the inaugural event in February.
17. Business and Finance Update: Current Status: LABI will finish in the black this year.
18. Student Affairs Update: Some student workers will stay during the break, as well as students who have jobs near by the campus.
19. ABHE Accreditation update/ALO Update: Next Steps (A. Stenhouse): Academic policies will be updated in the January Leadership Team meeting.

Next President's Cabinet Meeting: **January 5th, 2016**

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