



LABI Campus Monthly Report: February 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

LABI Campus Report February 2016

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

Dr. Isaac Canales Preaching Center: On February 25th, 2016, LABI College launched a strategic center dedicated to preaching, teaching and community service. The purpose of this Center is to showcase and preserve the art of the Pentecostal sermon and preaching for the (post) modern era. The Center provides a learning platform, training experiences, technique development, support, and resources for today's Spirit-filled preacher, while continuing in our rich Hispanic heritage, and faithfulness to Scripture.

LABI Giants of the Faith Initiative: LABI College will begin to recognize many “giants” of our faith, who have contributed to LABI College. Honoring these legends will include recognized several dorm rooms in their honor, office names, and department names. These include recognizing Dr. George and Dr. Shalini Pallil, Pastor Danny Deleon Sr., Augie Lopez, Dr. Simon Melendres, and several others.

ABHE Accreditation Evaluator Invitation: As a registered ABHE evaluator, Dr. Harris was invited to serve (March) as the lead evaluator administrator for a Bible college in Florida and a student life evaluator for a Bible college in Ohio. These experiences will also provide rich and valuable insight into our own evaluation processes here at LABI College.

U.S. Department of Education Grant Support/Evaluation: Dr. Harris has recently worked with and helped several Assemblies of God universities apply for and achieve Title III A designation. These include: Valley Forge, Northwest, Northpoint, Northcentral, and SAGU. Grant application and funding may now be accessible to these institutions. Additionally, Dr. Harris will be visiting Vanguard University in March as the External Evaluator to the \$2.5 Million Department of Education Grant recently funded. Dr. Harris will evaluate progress in terms of this Hispanic Serving Institution (Title V) award.

American Psychological Association Invitation (Washington DC): Dr. Harris has been serving as a consultant/reviewer for the APA for 20 years. In February, Dr. Harris evaluated student applicants as they sought funding to pursue doctoral studies in a variety of areas.

Family Foundation Grant Update (February 2016): Dr. Harris was informed that LABI College's foundation grant of \$550,000 was funded- over three years (dispersed ½ in year one and the rest in years 2 and 3, pending progress). This proposal will help support the Dr. Jesse Miranda Center, new certificate program, curriculum design and some key personnel for the center.

LABI College Biblical Accreditation Report, Quality, and Financial Sustainability

This is a distinct form of accreditation for Bible Colleges, whose mission focuses on the training of ministers/pastors. We also hold full endorsement from the Alliance for Higher Education of the AG, and President Harris has been elected to the executive board for the Alliance. Please see our most recent and comprehensive report (e-link provided). This 700-page document reflects our progress with the quality of our education, data, research, and financial sustainability (Financial Audits). Please see the following link (Biblical Higher Education) <http://www.labi.edu/wp-content/uploads/2013/07/ABHE-Electronic-Docs-1.pdf>

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February 2016 Financial Report: Ruben Mora, Chief Financial Officer

Narrative Summary:

Students have properly financially registered for spring 2016 semester. Financial registration is the financial and final part of the enrollment-registration process, where students agree to a monthly payment plan and give an initial payment. Immediately following registration, all students are properly invoiced based on housing and tuition units. We've also continued communication with non-returning students regarding old debts.

District, church and individual donations continue to come in. A sizable donation from the KERN Foundation, along with the Jesse Miranda Center, has been received. Infinite thanks to our President, Dr. Marty Harris, for his diligent and arduous work in securing such grant. Because of lower than expected student numbers, college departments are operating with restricted spending.

All student 1098-Ts have been mailed. All tax forms, w-2s and 1099s were mailed by the January 31st deadline. We are looking to continue to train Gabriela Mora. There will be added responsibilities for her soon.

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 2015-16 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: Finances are in good standing.

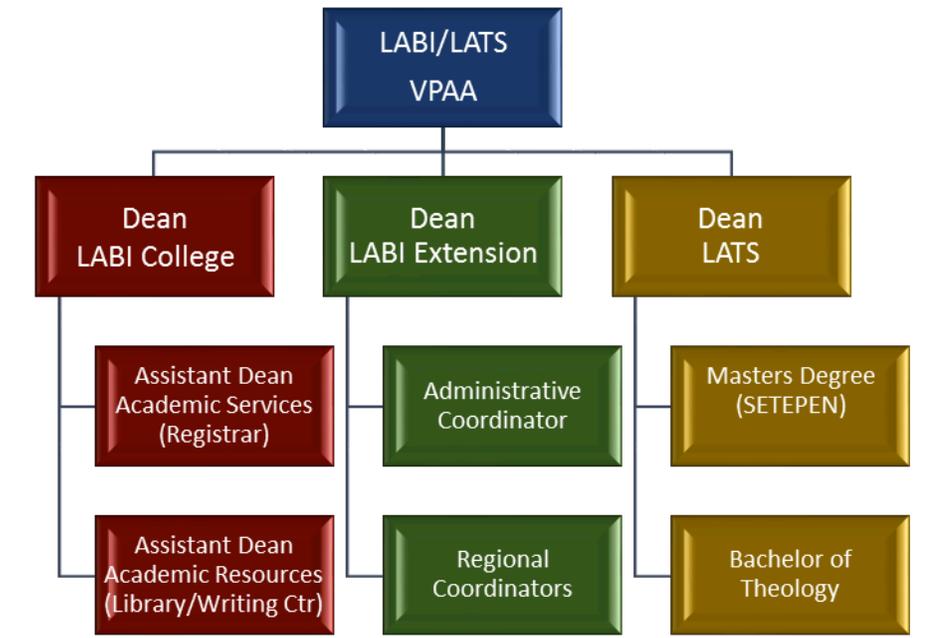
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February 2016 Consolidated Academic Report: Andrew Stenhouse, VPAA

The Academic Leadership Team (ALT) of LABI College has joined forces to collaboratively and effectively serve the students and faculty. The team, consisting of Vikram Peters, Dean of Academic Affairs; Becky Rossi, Assistant Dean of Academic Services; and Sara Lopes, Registrar and Assistant Dean of Academic Support, meet weekly to discuss academic procedures, processes, and solve problems pertaining to student concerns and academic issues. Each week the meeting end with a reinforcing assurance that LABI College is in great hands. The sustainable future leadership is sound and the mechanism in place will enable growth and stability into 2020.

As we plan for the future academic enterprise of LABI/LATS, the following consideration was proposed. In the event LABI assumes SETEPEN and offers the master's degree through Latin American Theological Seminary, a Dean of LATS could provide leadership for both the master's degree program and the current bachelors program. LABI Extension structure is being further developed by Dean Jose Luis Saavedra, appointing regional coordinators to provide administrative (and recruiting) oversight to various geographic regions. Eventually, the role of Dean of Academic Affairs for LABI College could be expanded to Dean of the College, which would provide direct supervisory oversight to the other academic areas overseen by Assistant Dean.



As announced by the president, ABHE accreditation has approved our request for a site visit this Fall. We are excited to work directly with the visiting committee so that LABI College can better equip those training for ministry.

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The following pages include the consolidated academic report, reporting on the three academic areas oversee by the three Assistant Deans.



February 2016 Academic Report:
Sara Lopez, Assistant Dean for Academic Support & LABI College
Registrar

Narrative Summary:

This semester is a busy season for the academic department, as we approach graduation. In our efforts to continue planning, a meeting was held with students on February 11th to discuss graduation expectations, logistics, graduation application, graduate questionnaire, and portfolio expectations. The graduation application along with the graduation fee will be due by the end of the month (February 29th). This will allow time to order the caps and gowns for LABI Associate Degree students, Extensions, and LATS by the month of March. In addition, a new system was created to manage provisional work-study with students in academic probation. These students are expected to keep the following requirements:

1. Check with the registrar every two weeks. According to the schedule day and time.
2. Student cannot miss more than 2 classes per class in the semester.
3. Student cannot miss any class assignments, quizzes, or test.
4. Student is not late or disruptive in class.
5. Obtain faculty signature indicating that you have fulfilled the above.

While students in academic probation (below 2.0 GPA) were permitted to have provisional work-study this semester (Spring 2016), they will not be permitted to obtain work-study if they fail to complete the academic probation requirements as indicated above. This new system ensures academic support and accountability to students while they are still permitted to receive work-study and succeed academically.

Furthermore, in the month of February I am finalizing the registration data, updating records for new and returning students (Ferpa form), and managing any area with courses and faculty members. For the spring semester 2016, we have a total of 64 associate degree students registered and a total enrollment of 74 students including certificate-seeking 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. Graduation preparation.
2. Student support and progress.
3. Data management.

Progress on KPI’s

1. Successful graduation meeting on February 11th.
2. A developed system for students in work-study academic probation.
3. Updating all records, registration data, and course information.

Budget: Finances are in good standing.

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February 2016 Academic Report: Vikram Peters, Assistant Dean of Academic Affairs

Narrative Summary:

Three issues were addressed during the month of February in the office of Dean of Academic Affairs: formalizing a statement to differentiate students of the AA from students in the diploma program; preparing to launch a Youth Ministry Certificate program, and the proposed ratifying of a new transfer agreement policy.

AA versus the diploma student:

Until recently, LABI College had been in need of a formalized statement that differentiated its AA students' in-class academic expectations from its diploma students' in-class academic expectations. Starting in the Fall of 2015, the academic team conducted an informal study and concluded that both the AA and diploma students could no longer be subject to the same academic work load. The college manual had stated that only students of the AA program were eligible to transfer their credits to other colleges and universities; only the AA program required a high school certificate. Yet the diploma students were subject to the same academic work load as their AA counterparts. This February, the academic team and the faculty finally formalized a statement that highlighted the material distinctions between the two program tracks; now the diploma students are no longer required to complete mid-term and final examinations. Nor are they required to submit final papers. Other alternative arrangements will continue to be made on a case-by-case basis depending on the learning outcomes for each course. Put simply, diploma students no longer bear the significantly heavier academic burden of their AA counterparts.

Excel Youth Ministry program:

The Executive Center for Education and Leadership or Excel is designed to provide professional competencies across a number of specialized certificate programs; its goal is to deliver a number of specialized certificate programs to satisfy the educational needs of the working professional operating out of an urban, Hispanic, or church ministry context. The Youth Ministry certificate program is one of a number of specialized certificate programs.

The Excel Youth Ministry certificate is specifically designed to provide various classes to equip youth ministers. Each class is scheduled to meet for 4 hours within a 4-weekend cycle. In order to earn the certificate, each graduate is required to take all six classes that are typically completed within a six-month cycle. The required classes help cultivate analytical skills to solve moral dilemmas, develop leadership and oratorical skills, foster discipleship making, and offer the know-how on how to manage multi-media platforms.

To date, six instructors have been recruited to teach each of the classes. Three of the instructors have at least a masters' degree; two have bachelors' degrees; one has been certified as a qualified expert. The Dean of Academic Affairs will serve as the instructor of record; he will be in charge of vetting the curriculum and will finalize the course's grades.

The program is currently being promoted via Facebook, Snapchat, and Twitter. Material efforts are currently being made to exploit the youth minister's network within the Southern Pacific and Southern California District of the Assemblies of God. The launch date for the program is March 30th, 2016. The cost of the program is \$2,400. Furthermore, while the Dean of Academic Affairs is currently overseeing the launch of the program, he is also searching for a candidate who will oversee new student recruitment, other faculty recruitment, and enhance the

program's material appeal. One of the Dean of Academic Affairs' goal is to install an Excel Youth Ministry program director by March 1st, 2016.

Transfer agreement:

Since December 2015, the academic team along with the faculty has been working to formalize a new transfer agreement since the current transfer agreement has been deemed as obstructive for many prospective students: all courses in Bible/Ministry/Theology/Music taken at another college are not eligible to meet the curriculum at LABI College; a maximum of 18 of the 66 required units can be transferred in from approved schools; all Bible/Ministry/Theology courses must be taken at LABI College.

Under the pending transfer agreement proposal, a prospective student will be allowed to transfer up to 33 units. Furthermore, not all Bible/Ministry/Theology courses would have to be taken at LABI College. Only the following classes would be required to be taken at the college: Eschatology, Pentecostal Theology, Acts, Romans, Ethics, Church History, Effective Evangelism, Missions and one practicum class. Crucially, the new transfer agreement will be cognizant of LABI College's Pentecostal heritage. That is, the institution's Pentecostal roots will continue to be underpinned by the aforementioned core classes under the pending transfer agreement.

The college will accrue benefits: traditional, non-traditional students and working professionals from other accredited colleges can be trained to be steeped in LABI College's Pentecostal tradition under the more relaxed, proposed transfer agreement; a less restrictive transfer agreement could also generate revenue for the institution; additional students would possibly mean the hiring of additional faculty.



February 2016 Academic Resources Report: Rebekah Rossi, Assistant Dean of Academic Resources

Narrative Summary (Library): During the faculty meeting at the end of last month, Rossi presented a new Book Reserve Request form to better manage all books professors may wish to keep on reserve in the library's locked case. These textbooks are available for 2-hour check-outs within the library only. The Academic Orientation at the beginning of the semester also truly gave aid to understanding library policies, procedures, and appropriate use of resources for old and new students alike. A new library map has been created, which details the organization of book themes within the library. This seems to have made the research process somewhat easier for students. Foot traffic has been heavy each day with off-campus students spending the most time in the back study rooms, besides Fridays. Due to the low foot traffic on Fridays, Rossi moved to close the library on this day, but to keep the hours from 9:00am-11:00pm Monday and Wednesday, and 9:00am-9:00pm on Tuesday and Thursday. Although it was considered to close the library earlier, it was found that too many students requested increased access to library resources, and complained of an inability to use the library during the day with their tight schedules of classes. A continued challenge has been to completely cover the front desk for these hours; with student worker hours limited, Rossi has been working to find volunteers to reconsider an internship with benefits for their resume, offering some free printing as a small incentive, as well. Two students have agreed, leaving only Wednesday mornings as the last spot to cover. Janell Lopez has been trained to train others in the data entry process, and has been committed to ensuring the many critical steps are fulfilled. Since the process does include many critical details, Rossi and Lopez have moved to only allow those with great attention to detail to take part in the effort. Amazingly, 5,777 books have been entered into the libraryworld.com database! This means we are 20% done with all collections housed within the library. At this rate, it would be beneficial to consider training additional students to help, although the progress is incredible! Wonderfully, Dr. Grace Morales Scott has agreed to help plan a Women's History library event next month, and she and Rossi have been collaborating. Overall, the library has been utilized well, and resources have been respected.

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 to two library program events a semester

Progress on KPI's

1. All four library assistants were trained the first two weeks of the month.
2. Professors continue to use new Book Reserve Request form
3. Data entry efforts have been doubled with help from two new trainees, which will eventually help our check-in/out system
4. A March Women's History Month event is on the calendar and in the planning stages

Budget: The Library budget is on target.

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Narrative Summary (Writing Center): The Writing Center started the semester off with a foundational workshop designed to prevent all issues with the research process and plagiarism entitled: “The Research Process from A to Z” on the first week of the month. 17 students attended the various repeated sessions throughout the week and gave great feedback on its helpfulness. The previous month’s Academic Orientation seemed to serve the Writing Center well; incoming students had a firm grasp of policies and the appointment procedures from the start, and over 15 appointments were scheduled the first week alone. Students took the advice given at the orientation and made appointments for smaller assignments to work out basic writing issues, before moving onto larger final papers. Rosemarie Miramontes and Terry Bonfil, now student workers, were trained and prepared thoroughly, and soon William Mendoza and alumni Jackie Leyva volunteered to join the team and were also trained. Among these four tutors, 12 appointments have been completed this month, with over 100 scheduled throughout the semester. In order to keep track of which papers professors require a Writing Center appointment (as there are six whereas they had only been two in the past), Rossi worked with faculty and developed a staggered calendar, as well as correlating trainings on all required papers for her tutors. This way, all tutors understand how to best guide the writers and feel prepared, as the training contains professor’s specified tips and requests. The first training on an upcoming Church History paper was given the last week of Feb. 15th, and received great reviews. The professor looked over the training and agreed with the way Rossi had decided to guide the students through the paper. Also helpful to general procedures and promotion was the inclusion of the Writing Center statement within the syllabi, which detailed center hours, policies, and reminders to make appointments as early as possible. Students seem to be much more aware and responsible with the added visibility, and this helps keep our calendar organized as well. However, tutors have recently noticed many cancellations, and have decided to rectify the matter with a chapel announcement, as this seemed to help in the past with the same issue. Overall, we are thankful for professor and student interest and increased tutor support!

2015-2016 Strategic Goals

1. To continuously train tutors throughout the semester
2. To hold three-four workshops 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. A workshop was held Feb. 1st-5th entitled, “The Research Process from A to Z”
2. A training was developed on the upcoming Church History paper
3. Tutors were trained on Church History paper, week of Feb. 15th
4. 34% of the student body attended the first workshop week.
5. The syllabus was updated to include a Writing Center statement, and six professors have made relationship with either offering extra credit or requiring assignments.

Budget: The Writing Center budget is on target.

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February 2016 Extensions Report: Jose Luis Saavedra Dean of LABI Extensions

Narrative Summary:

We have started the 2016 academic calendar. Our commitment as an academic institution is to provide biblical and theological education to the local Church, continuing our own mission that correlates with the mission of God to the world. In this way, LABI Extensions have begun its work. Currently, total of forty-seven extension centers are active with approximately 800 students.

Seven extensions are in early stages of promotion and student recruitment. A new extension center has opened in the city of Los Angeles, the coordinator of the center is the Pastor Jacqueline Carpio. Our online program is up and running, with two classes being offered per week. Seventy-five students have registered for our online classes this quarter. There is great expectation in the development of online classes because it is more accessible to students regardless of location. The use of this online platform technology not only makes our program more available and accessible, but also becomes a great tool for the purpose of fulfilling our mission of providing higher education for service in the Church and the world.

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. Supervise the progress of the 2016 academic calendar.
2. Promote the opening of new LABI Extensions.
3. Promote the development of the project of online classes.

Progress on KPI's

1. The academic calendar has begun, 87% of the extensions are fully operating.
2. A new extension has begun this year and is fully operating.
3. Our online extension program is fully operational with 75 students.

Budget: We are in progress of reaching our 2016 revenue goal.

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February 2016 LATS Report: Denis Rivera, Associate Dean of LATS

We are working right now on the 2016 spring calendar. It is good and ready to begin another academic quarter. We are also in communication with graduating candidates for this coming May (baccalaureate and commencement). Preparations are being made for caps, gowns and tassels to be ready by this date. God is good. It is beautiful to see students completing their dreams at LATS, to serve the King with excellence.

It is very important to identify new teachers in the new area of Fort Worth and invite them to cooperate in the development of the LATS study program there. We already have at least four teachers that helped us at the Tyler, TX extension. We need more teachers with a Master Degree title to delegate them with this awesome job: teach the Word of Lord to a new generation.

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:

Strategic Goals 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 have been talking with Rev. Gloria J. Ramos, who is pastoring at Refuge Church in Fort Worth, TX about opening an LATS extensions site. She is now ready to establish and coordinate a study program in this city, by the month of April. This will be the second extension in this new District of the Assembly of God. There are fifteen prospect student starting in the Bachelor level.

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

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February 2016 Student Life Report: Eli Vega, Dean of Student Affairs

Narrative Summary:

During the month of February, we have witnessed radical spiritual breakthrough in our student body community. Students have organized their own communal prayers. They have demonstrated growth and maturity in their personal behavior and, as a result, we have not issued any written warnings to any students for this month. Thanks to our strong student leadership team (Resident Assistants & SGA), students continue to trust and respect the Residence Director's office and the Dean of Students Affairs' office.

Both the student leadership and I have been developing and recreating the purpose of the Student Government Association (SGA) in relation to LABI's mission statement and to our student life strategic goals. As a result, much planning and development has been occurring towards our new Student Union Center that was recently blessed by one of our "Pillars of the Faith," Rev. Danny De Leon Sr. Giving us permission to name the new Student Union Center with his name - "*Rev. Danny De Leon Sr. Student Union Center*" – he also committed to partner and sponsor two new outdoors decks located near the Bueno House building as an extension of the Student Union Center. A final operating building budget of the Student Union Center is currently being reviewed for approval by the Business Office. We believe most of this project (Student Union Center & decks) will be finished by this summer (2016).

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. 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. We are creating a Student Union Center scheduled to be launched by the fall 2016 semester that will provide ministry, education, and fellowship opportunities to all students.
2. We are reviewing and updating all emergency documents/procedure manuals to make sure we are in compliance with our local authorities and accreditation agency ABHE, as well as researching cost effective ways to monitor campus safety at all times.
3. Developing strong relationships with all students by being present and available to lead in morning prayers, chapels, and spontaneous nights of worship.

Budget: We are below our approved spending budget.

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

Narrative Summary:

God is moving on the campus of LABI College! We are seeing students' lives being transformed and we are seeing them step into the calling that God has placed on their lives! We are having revival in the hearts of our students and on our campus. Students are hungry for God's word and desire to be in his presence. This month are students have encountered God in a great and new way. They often have had times of prayer and devotion beyond our regular scheduled prayer and chapels. We have had students be filled with the Holy Spirit for the first time this month.

On February 14th, the Lord woke up students from their sleep and they meet in the upstairs lobby to pray together. They began to seek God and confess to one another and make peace with one another. Chains are being broken, clicks are being broken and friendships and relationships are being restored and built.

Students are excited to serve God and meet the needs of this school. They have come together to help in my office as we organize night chapels and night prayers. Afternoon prayers and morning prayers. They are so hungry for God and my goal is to create an atmosphere where they can do that. They are on time to chapel and they stay late at the altar. They are fasting without being told to, because they want more of God! They have inspired me and motivated me! I am so proud of our students and their desire for more of God!

I truly believe that God is doing a special work on our camps and I know this is just the beginning of something amazing because we serve an amazing God!

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. 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. Monthly and 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.
3. Students are coming together to seek God and build unity.

Budget: The Pastoral Office is on target for the year's budget. Additionally we have offerings that were brought in by the tour team but are not being utilized at the moment.

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February 2016 Dinning Commons Report: Mario Ramirez, Head Chef

Narrative Summary:

For the beginning of this Semester, everything looks good and different to last Semester. I believe the Alumni's and the visitors coming to Oddo Diner are enjoying their time and the food. With the student workers, I have more help now. They are doing the work now that I had on my own last semester. I can feel the changes in their characters, and their willing to work. In other words, we are having an excellent start.

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. Maintaining work and communication
2. Maintain high food quality
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.
3. Food Handling Sanitation

Budget: We are staying with our food budget for the 2016 school year

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February 2016 Student Government Association: Ivan Chavez, SGA President

Narrative Summary:

As the month of February progresses, the Student Government Association takes every effort create an intellectual, spiritual, and social culture in a unified community. The student body has begun the semester with positive momentum, having an optimistic outlook towards class, social events for this month, and their goals to grow more intimate with God. With the newly modeled lobbies and development of the student union, we have already seen a change of attitude within student life. In order to promote academic growth, the lobbies were designed to offer students an environment of focus and fellowship. Students are enjoying the downstairs lobby greatly. Along with the study counters in the lobby, students have access to the HeBrews Lobby Café. Managed by the SGA, this student coffee shop is designed to offer students a convenient place to purchase coffee drinks, snacks, cold drinks, and school supplies when desired. With newly purchased equipment, HeBrews is now offering a wide variety of hot drinks and hot foods for the students. Along with its convenience, our goal is to raise money for future student event and necessities, all done by the students, for the students.

SGA finalized their semester calendar of events, beginning with Spirit Week in the Month of February. Our goal is to not only promote a week of school spirit through rally and social activity, but to promote school spirit through our school mission and history, and that includes prayer and academic seminars. Furthermore, in order to fully align with our mission, SGA decided to lead and plan a ministry opportunity for the students. Partnering along with the Dean of Spiritual Life, the planned ministry outreach will be hosted in March with the goal to share the love of Christ and promote school unity through team work and evangelism. Also, preparation has been made to complete the Student Yearbook. The Media team is working closely with SGA towards completion. Lastly, the development of the Student Union Center has commenced. Colors for the walls and flooring design have been chosen by the team. More importantly, SGA and Dean of Students Eli Vega met with Pastor Daniel De Leon Sr. to discuss a dedication and naming for the Union Center.

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. Work closely with the development of the Student Union Center
2. Constitutional Revision (Narrative)
3. Create events that will fulfill the SGA Mission/offer student involvement opportunities

Progress on KPI's

1. Launching Spirit Week with prayer in the Student Union was highly significant and motivating for students
2. A new HeBrews and manual has been completed and included in SGA Constitution.
4. During construction and development, the student Union has been utilized for meetings and study sessions.

Budget: SGA has a total of \$250.01 in HeBrews Account, and \$230 in SGA account.

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February 2016 Enrollment Report: Brian Alvarez, Admissions Specialist

Narrative Summary:

The enrollment office has been working towards recruitment for this and next semester. Looking at the data from past spring semesters, the highest number of enrolled applicant was formerly 15. This spring 2016 semester, our total number of enrolled new students increased to 19, marking a record number for spring semester enrollment. We are going to continue our efforts to increase enrollment for summer and fall semester of 2016. Our goal for fall semester is to meet or exceed 42 students. In order to meet or exceed 42 new enrolled students for the fall, we have the goal of receiving 120 application for the fall 2016. We obtain this number by calculating our conversion factor from the past 3 years, which is 36%. In order for us to obtain 42 students, because of our conversion factor of 36%, we must have 120 applicants apply to LABI College for the 2016 fall semester. Our goal for the next 6-7 months is to obtain 20 new applications each month on average, while understanding that most of the application will be received as we approach the fall. Currently we are on-track towards our goal, having already received 20 applications for the Fall Semester of 2016.

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. Continue to promote at our Coffee Nights events
2. Recruit at College Days “New Legends” on April 28-30
3. Continue to visit churches and local events

Progress on KPI’s

1. Broke an enrollment record of meeting 19 new students for the Spring Semester
2. Currently have 20 applications for the fall semester, we must have 20 each month to meet our goal of 120 applicants by august 2016. Currently on-track to meet our goal.
3. Ambassadors are causing an influence on the students to join and participate to recruit at events. We recently added 4 new students to intern as ambassadors.

Budget: We are within budget

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February 2016 Communications and Alumni Relations Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

In the month of February, the Communications department primarily focused on promoting the Inauguration of the Dr. Isaac Canales Preaching Center. We provided all the promotional materials necessary to market this event such as flyers, mural design, brochures, and social media posts. We have also worked very closely with the Enrollment Services department to help market their second “Coffee Nights” of the semester. We marketed this event by using Facebook and Instagram as a key route to funnel in all of our promotional designs into our audience’s news feeds. Our department has many projects currently in the works, and one of them includes the naming of buildings, centers, and dorm halls, and dorm rooms on our campus. We have been working closely with President Dr. Marty Harris to fully capture his vision in honoring the *Pillars of Our Faith*. We are honoring great leaders such as: Pastor Danny De Leon Sr., Dr. Isaac Canales, Drs. George and Shalini Pallil, Dr. Simon Melendres, Dr. Jesse Miranda, and many more.

The Alumni Relations department has officially launched the “Alumni and Student Appreciation Day”, which will allow alumni and students to gather together to fellowship and enjoy free tacos provided by *Team Fuego* – a group of alumni’s who want to give back to LABI College. As the semester continues, we continue to reach out to Alumni to listen to what they are doing now and gather some advice they would like to provide for our current students through our social media segment *Alumni Advice*. We recently had Alumni Carlos Gonzales (class of 2014) come into our offices for a quick interview to discuss his new role as a professional boxer.

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. Revamping of the LABI College website.
2. Reaching 7,000 followers via Facebook.
3. Successfully reach the majority of LABI Alumni of all years.

Progress on KPI’s

1. We have averaged reaching 1,648 people (17% increase) via Facebook posts.
2. Our Instagram account is averaging about 7 new likes a week.
3. We have over 300 Alumni and Students invited to the Alumni and Student appreciation event and have 13 confirmed for attendance.

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

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President's Cabinet Meeting

February 2nd, 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), A. Stenhouse, R. Mora, G. Mora, S. Cerda, E. Vega, K. Baca, B. Alvarez. J. Escandon, N. Romero. 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. Monthly Reports – Clarity & Consistency (M. Harris)
4. Student Union Center & Naming of Buildings (M. Harris)
5. New Chairman of the Board (M. Harris, P. Flores)
6. Enrollment Update (Weekly Reports/Events) (B. Alvarez)
7. Media and Communications Update (J. Escandon)
8. Student Affairs Update (E. Vega)
9. Spiritual Formation Update (K. Baca)
10. Academic Update :Spring Registration Update (A. Stenhouse, S. Lopez, V. Peters)
11. Academic Update: SETEPEN, Extensions, LATS (A. Stenhouse, J. Saavedra, D. Rivera)
12. Business and Finance Update: Current Status (R. Mora)
13. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **February 16th, 2016 at 9:00am-10:15am**

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President's Cabinet Meeting
February 2nd, 2016
9:00am-10:15am (Minutes)

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, R. Mora, G. Mora, S. Cerda, E. Vega, K. Baca, B. Alvarez. J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters, D. Rivera, J. Munoz (in lieu of J. Saavedra).

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: Campus Pastor gave devotional on Proverbs 31:16, encouraging staff to view students and semester as an “open field.”
2. Student Union Center & Naming of Buildings: The “Pillar of Faith” campaign is progressing with Pastor Danny De Leon Sr. supporting the “Danny De Leon Student Union Center.” The MAPS team may help with renovating the Student Union Center, which can also serve as a classroom. The Cabinet also unanimously supported the proposal of awarding Pastor Danny De Leon Sr an Honorary Doctorate. Other names for buildings and rooms are being proposed to Dr. Harris.
3. New Chairman of the Board: New Chairman of the Board Dr. Paul Flores presented himself to the Cabinet, giving his ministerial, educational, and professional background and his desire to support the school and its initiatives.
4. Enrollment Update: Out of the 19 applicants for the Spring 2016 semester, 16 are enrolled with 3 pending. For the Fall 2016 semester, 11 applicants have been received, 7 of which have already been conditionally accepted.
5. Media and Communications Update: LABI was able to obtain free staff badges. Coffee Nights, a promotional event on Feb 18th, is being promoted via social media. An yearbook meeting was held to plan and prepare its composition.
6. Student Affairs Update: Residence has begun a slogan – “Building Legends” – corresponding with the “Pillar of Faith” campaign. The quality of students has improved and the Servant Leadership changes were received well.
7. Spiritual Formation Update: The Spiritual Formation office is working with Pastor Jack Miranda for a fundraiser on April 30th with the goal of raising \$20k for the school. Students will begin mobilizing on Feb 21st.
8. Academic Update : The Faculty had a successful meeting, making changes to the disability disclaimer on the syllabi and informing Faculty about the free assessment and therapy sessions by Argosy students proposed for the Fall 2016. The changes will be brought to next Cabinet meeting to be voted on by the Cabinet. The ICPC inauguration is on Feb 25th.

Next President’s Cabinet Meeting: **February 16th, 2016 at 9:00am-10:15am**

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President's Cabinet Meeting-Extended

February 16th, 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), A. Stenhouse, R. Mora, G. Mora, S. Cerda, E. Vega, K. Baca, B. Alvarez. J. Escandon, N. Romero. 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. ABHE Annual Meeting, Kern Grant, “Pillars of Faith,” and other initiatives (M. Harris)
4. New Monthly Report Template (M. Harris)
5. Enrollment Update (Weekly Reports/Events) (B. Alvarez)
6. Media and Communications Update (J. Escandon)
7. Student Affairs Update (E. Vega)
8. Spiritual Formation Update (K. Baca)
9. Academic Update (A. Stenhouse, S. Lopez, J. Saavedra, D. Rivera)
10. HIPS and ICPC (V. Peters, B. Rossi)
11. Business and Finance Update: Current Status (R. Mora)
12. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **March 1st, 2016 at 9:00am-10:15am**

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**President's Cabinet Meeting
February 16th, 2016
9:00am-10:15am (Minutes)**

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, R. Mora, G. Mora, S. Cerda, E. Vega, B. Alvarez. J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters, D. Rivera, J. Munoz (in lieu of J. Saavedra).

President's Cabinet Minutes

1. Review and Approval of Minutes: Minutes were approved by cabinet.
2. ABHE Annual Meeting, Kern Grant, “Pillars of Faith,” and other initiatives: Dr. Harris met with ABHE affiliated presidents and representatives at the ABHE Annual meeting. He met with David Arnett from Northpoint Bible College about ways their school and LABI can partner. The “Letter of Appointment” for the Jesse Miranda Center was written, articulating job descriptions. LABI has given a response that the SPD District Presbyters asked for with regards to the Tenancy in Common proposal. More potential names for the “Pillars of Faith” camping were given.
3. Enrollment Update (Weekly Reports/Events): For the spring 2016 semester, there are currently 17 associates students enrolled and 3 diploma students enrolled, exceeding the goal of 15 new enrolled applicants. The summer 2016 goal for new enrolled applicants is 15. Currently, there are 13 new applications in progress for the summer 2016 semester. The goal for the fall 2016 semester is 30 new enrolled applicants. 15 new applications for the fall 2016 have already been received.
4. Media and Communications Update: New campus signs are being made. New “Presidential Pins” are being ordered. A plaque for Dr. Isaac Canales is being made in honor of the Isaac Canales Preaching Center.
5. Student Affairs Update: Recently, students have been praying and seeking God on their own accord. 2 students were baptized in the Holy Spirit for the first time. The Student Union center is making progress. Preparation for College Days is being made.
6. Academic Update: Dr. Stenhouse will transfer to the position of accreditation liaison. He has developed an Academic team: 3 Assistant Deans, and Dean of Extensions.
7. HIPS and ICPC: Preparation is being for the Isaac Canales Preaching Center inaugurating on February 25th, creating posters and a plaque. Program Directors are being recruited for the ExCel “Youth Ministry” and “Urban Ministry” certificate programs.
8. Business and Finance Update: School is continuing to follow conservative spending.

Next President’s Cabinet Meeting: **March 1st, 2016 at 9:00am-10:15am**

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