



LABI Campus Monthly Report: January 2016

LABI College-Institute-Seminary

Mission Statement: We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.

Core Operational Value Statement: As a body of believers motivated by hope and purpose, we move and operate with excellence, transparency and innovation.

Office of the President: Dr. Marty Harris, PhD

For more information, comments, or recommendations please contact Nehemias Romero, Chief of Staff and editor of the LABI Campus Monthly Report. Office: 626.968.1328 Ext. 3027 or email nromero@labi.edu.

LABI Campus Report January 2016

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Presidential January 2016 Report: Dr. Marty Harris, President

ABHE Accreditation Invitation as a Site Visitor: This January the president was invited to serve on two ABHE accreditation site visits. Dr. Harris registered as an ABHE consultant last fall and was invited to serve as the lead evaluator administrator for a Bible college in Southern Florida and a student life evaluator for a Bible college in Ohio. These experiences in addition to serving our accreditors, will also provide rich and valuable insight into our own evaluation processes here at LABI College.

Conference Participation: During January 6-9th, the president was invited to participate and to present at a regional conference that brought dozens of Christian College leaders together on the topic of education and financial literacy. At this President Harris was able to share about LABI College, curriculum design and development, and introduce a novel financial literacy assessment tool he has been developing. The presentation was well received and Dr. Harris was invited by the conference leadership to join an education and assessment working group to further flush out these concepts. Additionally, several institutional leaders expressed interests in new and renewed partnership with LABI College, including AGTS, Biola University, APU, Southeastern Baptist University, and several others.

American Psychological Association Invitation: Dr. Harris will also be participating in training and evaluation this month to help the American Psychological Association Minority Fellowship Program. Dr. Harris has been serving as a consultant and initial review committee member for the APA for 20 years (Since 1995). In this work, Dr. Harris with other professional colleagues will evaluate doctoral fellowship applicants as they seek fellowship funding to pursue study in a number of possible disciplines including neuroscience, clinical psychology, research, gerontology, and medicine.

Foundation Support Progress: We have made great progress with our foundation grant this year. Led by our Dean of Student Affairs we have invested into the Student Dorm Lobby area, adding new mural photography, lighting, and counter top seating for coffee and studying. We are also well on our way to renovating our new student union center, with plans to add new flooring over the next 30 days. Additionally, we are preparing materials for a MAPS visit and volunteer construction visit later this semester.

New Academic Administration Appointments: This month we had the privilege to promote two of our associate deans to new dean roles. Jose Luis Saavedra and Vikram Peters have been promoted to Dean for their respective areas. Additionally, we are seeking to solidify our partnership with a new master's program, and possible new dean for LATS later this month.

Family Grant Update: We are in "waiting" mode for a significant family foundation grant (\$550,000) over three years. We hope to know the results of this proposal during the first half of February. Please keep this proposal in prayers. This proposal will help support the launch of the Dr. Jesse Miranda Center on our campus, new certificate program, curriculum design and some key personnel for the center.

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Business and Financial January 2016 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 finishing school year in the black.

Progress on KPI's

1. Students have begun matriculating for the Spring '16 semester. Past student accounts are being paid.
2. All departments are operating with great fiscal responsibility.

Challenges/Opportunities

All employees have been returned to their normal hours. We are looking forward to a great Spring 2016.

General Updates

We are looking to keep our spending low to maintain financial responsibility. We are also procuring several donations from diverse donors. Our Districts and several individual donors continue to support our school. Sales and Use tax for the period October '15 to December '15 has been submitted to the Board of Equalization. Gabriela Mora is cross-trained in most areas of the Financial Office. We received a substantial financial donation from an anonymous donor.

Budget

Although "lower" student numbers presented some financial challenges in the Fall 2015, LABI College continues to engage all our Financial Unit Managers to aid on a balanced budget.

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2015-16 Strategic Goals

The announcement of the LABI/SETEPEN “service agreement” moves the academic endeavor towards a strategic structure that includes the undergraduate college, extension diploma programs, LATS bachelors, and now masters program. In the future, additional graduate programs may be considered under SETEPEN of LATS. The new Dean of LATS will explore the collaborative initiatives with Vikram Peters, the Dean of LABI College’s Academic Affairs; Denis Rivera, the Associate Dean of LATS; and Joe Louis Saavedra, Dean of LABI extensions. The EXCEL programs ([1] Psychology and Pastoral Care; and [2] Youth Ministry) are both planned to launch later in the Spring. The VPAA is exploring lead champions for each program that would facilitate growth, enrollment, and administrative coordination.

KPI Progress

The VPAA continues to develop the academic leadership team and anticipates a fruitful Spring 2016. Articulation and transfer documentation between SETEPEN and LATS and LABI is currently under development.

Challenges/Opportunities

The academic leadership team is fostering a campus climate of strong academic performance, expanding LABI College’s reputation as an intimate Christian community that is intellectually and spiritually transformational. Enrollment is expended to improve next academic year based on current student evaluations and anecdotal reporting. Word-of-mouth will continue to be a key contributor to future growth.

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2015-2016 Strategic Goals

1. Manage student & faculty records.
2. Registration Spring Semester 2016
3. Retention

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 the G.P.A requirements they are automatically placed in academic warning to monitor their improvement. In addition, I review student's official transcripts to ensure if any college courses could be transferred.

Registration, Spring Semester 2016

Currently, we count 41 students academically registered, which includes on and off campus students. Spring 2016 registration will be take place on Monday and Tuesday, January 25th-26th. In order to prepare for registration, a meeting was held with all staff members to discuss the procedures and expectations. This semester our registration will consist of 7 stations: information station, admissions, writing center for placement exam (for new students only), academic registration, financial registration, media department, and residential for on-campus students.

Budget

Academic Department budget is at a good standing.

Strategic Objectives

1. Supervise the progress of the academic calendar 2016.
2. Promote the opening of new LABI Extensions.

Progress of Strategic Objectives

1. We are starting the academic year 2016, expecting a total of fifty-five extension centers beginning their activities between the third week of January until the second week of February 2016. We project approximately 900 students registered in the first quarter, which includes new and returning students.
2. For the present year, we hope to open ten new extensions.
3. The online class program begins the first quarter of 2016. Scheduled classes are: Book of Acts and Pastoral Care and Counseling. We expect a total of eighty students to register.

Challenges / Opportunities

1. Serve with our Diploma program in biblical studies not only in our district in assemblies of God, but to other local Hispanic churches.
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.

Strategic Goals 2015-2016

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

I had a meeting with Reverend Carlos Montoya, pastor and president of Roca del Alfarero Ministries in downtown city of Tijuana, Mexico. We agreed to open a new study center in their facilities for the following quarter. This extension will be open not only for their local Bible Institute graduates but also for all others that are looking for a Bachelor of Theology program.

Challenges and Opportunities

This new study center in Tijuana city urges us to look for local teachers who have graduated with a master degree. Sometime it is difficult to find local teachers to teach classes in this area. But, at the same time we can send teachers from other areas that are willing to travel and spent the time and energy in order to educate those disciples.

General update

We are starting a new quarter with a new extension in Burlington, WA. It is a pleasure to see pastors studying The Word of The Lord and serve the best they can for the glory of the Lord. LATS is doing well for now.

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

Daily data entry has resulted in 5,663 books now catalogued in our system. 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. Library Assistant training is being prepared for the first two weeks of school, as three students have been awarded the Student Worker positions in the library! Lastly, Rossi is still 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

The Library Assistant schedule and application processes are still under construction, and is priority before the start of classes to provide accurate library hours.

General Updates

Rossi has constructed a new Library map, with easy directions for categories of general stacks, or for students to access reference encyclopedias, dictionaries, commentaries, or Bibles in the library, or to check-out textbooks on reserve for 2-hour blocks.

Budget

The library budget is in good standing.

2016-2017 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.
6. Potential counseling center - free learning disability assessment and therapy for students.

Progress on KPI's

Three Spring workshops have been approved and are on the schedule. Rossi has prepared and met with Dr. David Olea for their co-presentation on Learning Disabilities for the business faculty meeting on 1/28.

Challenges or Opportunities

Two volunteers from last semester have agreed to return in service to the school! In addition, two students have been awarded Work Study positions in the Writing Center. Application processes for Writing Center workers are underway, and trainings will be held the first two weeks of school. This gives five total tutors, and 28 hours of operation. Not all slots are filled, and Rossi is still searching for volunteers to assist therein.

General Updates

A partnership with Argosy University for a potential counseling center (where students can receive free learning disability assessments and therapy services) in the Fall is underway. Argosy University students, who would serve on a volunteer basis, have begun sending resumes and cover letters to Rossi for review. The interview process is being discussed to vet the Argosy University student applicant with a panel of admin, faculty, and Dr. David Olea. Rossi has prepared an orientation for the Library and Writing Center for next week's New Student Academic Orientation.

Budget

The Writing Center is in good standing financially.

Student Affairs January 2016 Report: Eli Vega, Dean of Student Affairs

Strategic Goals

1. New Lead Resident Assistant
2. SGA/ Student Union Center Development Project
3. Student Leadership Training

General Updates

A student leader by the name of, Alan Guzman has been promoted by the Dean of Student Affairs to take the lead role in the residence office as Lead Residence Assistant and potentially Residence Director. Alan, will oversee 3 Residence Assistants and will report directly to the Dean of Student Affairs. As such, Alan will be operating as the right hand of the Dean of Students Affairs and has been blessed to move and operate with the full authority of the Dean of Student Affairs. After removing all gym equipment from its location the new Student Union Center has officially moved in with its furniture and will be undergoing major renovations to satisfy the vision of our student leadership and mission statement. On January 18th-21st, the student leadership team (RA's and SGA) held a 4-day planning meeting to discuss vision casting, the Spring 2016 calendar, pre-assigning dorm rooms, the student handbook, and student leader responsibilities.

Challenges and Opportunities

Due to a short student winter break, multiple remodeling projects such as; the Student Union Center, Study Rooms, and Library have been placed on hold for now but will eventually be completed after welcome week (registration) is finished.

Budget

We are on target and within Budget.

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Spiritual Formation January 2016 Report: Krystal Baca, Dean of Spiritual Formation

2015-2016 Strategic Goals

1. Launching LABI Tour team.
2. Launching Missions groups
3. Creating a higher standard for every chapel service.
4. Cultivating an atmosphere of effective prayer time.
5. 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

All chapel dates have a theme and a confirmed speaker. Over 94 prayer options have been established for the new semester, consisting of night prayers, morning prayers, and afternoon prayers. Missions groups will also be relaunched this semester.

Budget

The office of Spiritual Formation does not have revolving budget.

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Dining Commons January 2016 Report, Mario Ramirez, Head Chef

2016-2017 Strategic Goals

1. Maintain high food quality.
2. Keep kitchen clean, presentable, and sanitary.
3. Safe working environment no accidents

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 many challenges. Getting ready and better for the Spring 2016 semester. We are going to look for healthier alternatives. We would like to make a group competition that goes something like this - whichever group loses the most weight will win a reward.

General Updates

1. Sara Romero will be our new cook assistant 2016.
2. Christmas party for student/staff everything was good. Heard good comments.
3. The group 2015 West Coast winter retreat gave excellent comments.

Will be working a deep clean on our kitchen this time that our student are off campus and get ready for next semester.

Budget

The Kitchen is on budget.

Aloha and Mahalo for your kokua!

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2016 January Strategic Goals

1. Solidify our Student Union Team (Official SGA Cabinet Members)
2. Constitutional Revision (Narrative)
3. Create new system for Hebrews Café and prepare a job description for potential student hire.

Key Performance Indicators

1. Starting the New Year, SGA worked together with Eli Vega and reviewed the SGA Manual. We took our time to reflect on the team performance done last Fall Semester. We discussed on team dynamics, success, and areas of improvement. As we reviewed our mission, we proposed to develop the student union.
2. Major reconstruction has been on done for the Dorm Lobbies. Plenty of furniture has been moved to the storage room. Development and planning has begun for the student union center. Blue prints have been created and furniture has been placed.
3. As one of the main projects for SGA, Hebrews Lobby Café has been under new development and management. SGA will be focusing its efforts to create an environment that is appealing and studious for its students. New merchandise has been purchased to offer new and variety selection of beverages for students.

Challenges/Opportunities

1. As of December 2015, two officers resigned from their position from SGA. Mercedes Fernandez (Secretary) and Stephanie Jimenez (VP) are no longer a part of our SGA Team. Student volunteer “coordinators” have been recruited to assist the SGA President and new VP Daniela Almaguer.
2. A proposal for Commuter based events has been postponed until further notice.
3. Development of the Student will take time and process, depending on the given budget given in our account and other funds.

Financial Report

As of January 23, 2016, SGA has an outstanding balance of \$213 in the SGA Account, with a grand total of \$347.97

General Update

A new SGA Board has been solidified and appointed. Israel Duarte has been appointed by the SGA President, Vice President, and Dean of Students to fill the position of Secretary and Treasurer.

Budget Process

SGA is Clear of all debts with the Financial Office.

2015-2016 Strategic Goals

1. Call all new and returning students
2. Student Ambassador Program
3. Strategize new recruitment concepts and Events

Progress on KPI's

Throughout this month, the enrollment office has been working very hard and diligently to recruit and promote in order to close the gap between when a prospective student first applies, to having them register and enroll for Spring 2016. Our current status for Spring 2016 is 41 new applicants, with 16 of those applicants completed, accepted, and awaiting registration on Jan 25th. We are on-track to meet our goal for the Spring 2016 semester - to meet or exceed 15 new enrolled students for Spring 2016. For Fall 2016, we have received 11 new applications. The enrollment office will continue to work hard to recruit new students for both Spring 2016 and Fall 2016 semester.

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 are also developing a new Admissions Book called "View Book", this will be one of our major tools to recruit, and we are also working on other materials to pass out: Poster of 2016 updates, Instagram Posts, Coffee Nights at LABI, Church Visits, and LABI Spring Preview.

General Updates

January will be a time of training, development and strategic planning. We have been planning for 2016 and the events that pertain to recruiting.

Budget

We are within our budget.

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Strategic Goals

1. Rebrand Excel with a new logos and icons.
2. Promote “Extended Registration Dates” for new and returning students.
3. Successfully promote LABI Coffee night with flyers, videos, and website updates.
4. Prepare for registration by creating new name badges, signage, and parking plaques before our students arrive on campus.
5. Create murals for the LABI Dormitories.

Key Performance Indicators

In the month of December, the Media and Communications department focused on promoting all the new updates happening here at LABI College. Our most popular post for the month of January has been the new murals/graphics put up on the dorm lobby walls (. We have had very positive feedback about all the great updates we have been posting on social media from alumni, students, and our community.

Opportunity

As the semester begins, the Communications department hired Mercedes Fernandez as a work-study student. We are very excited to start the training process and begin incorporating Mercedes’ creativity in LABI promotions.

General Update

Since the last communications report in December, the Media and Communications Department has continued to market LABI College, LATS, and Extensions. Spring registration was promoted through flyers with important dates and a countdown via social network platforms (Facebook, Instagram, and Twitter). Extension/LATS news updates were published on their respective websites (www.labiext.com ; www.latsca.com).

Budget

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

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Strategic Goals

1. Increase Alumni involvement by via social media by posting pictures of the new murals done in the dormitories.
2. Gather Alumni, current/future students together for our very first coffee nights.
3. Continue to connect with Alumni via social with our “Alumni Advice” posts.
4. Update Forever LABI website with new content and updated events/news.

Key Performance Indicators

The LABI Alumni Association continues to have success via social media as we reach out to alumni and post their words of wisdom on social media. Facebook, Instagram, and twitter have been a great way to reach our alumni with new updates (physically, and academically) on campus.

Challenges

Our department has had some challenges in regards to websites updates. Due to a lack of time, we have not done all the Forever LABI updates we strive to do on a daily basis.

General Update

Since the last Alumni Association report, we have continued to reach former graduates of LABI. Other items that have been accomplished include: updating alumni with events, academic progress, and renovations happening on campus.

Budget

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

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President's Cabinet Meeting

January 26th, 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, 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. Student Affairs Update (E. Vega)
7. ICPC, HIPS, ExCel and Spring Registration Update (B. Rossi and V. Peters)
8. Academic Update: SETEPEN, Extensions, LATS (A. Stenhouse, J. Saavedra, D. Rivera)
9. Business and Finance Update: Current Status (R. Mora)
10. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **February 9th, 2016**

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President's Cabinet Meeting

January 12th, 2016 (Minutes)

8:45am-10:00am

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

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: B. Rossi opened with prayer.
2. Review and Approval of Minutes: Last cabinet's minutes were approved.
3. MAPS, the Oddo's, and Fundraising: The Oddo Funds will be used for the new Student Union centers and revamping the dormitory lobby.
4. Enrollment Update (Weekly Reports/Events): 13 application are completed for the Spring semester, 2 shy of the 15 app goal. "Coffee Nights" will be held Jan 14th, an event for prospective students.
5. Media and Communications Update: Retention is the focus. Social media is doing well, including the "Alumni Advice" campaign. ExCel has a new logo.
6. Student Affairs Update: Dorms will be "deep cleaned" with RAs help, who are already moving in. "Legacy Wall" is being created in the bottom lobby. Possible new mattresses will be looked into. SGA is creating students "coordinator" positions as a bridge between student life and other departments, possibly with the name "Student Scholarship."
7. ICPC, HIPS, ExCel and Spring Registration Update: ICPS/HIPS speakers are booked. Spring Registration has "new, extended" dates to be posted, and a registration meeting will be held soon.
8. Academic Update: SETEPEN, Extensions, LATS: Chula Vista extension has new coordinator.
9. Business and Finance Update: Financial projections look good as of now.

Next President's Cabinet Meeting: **January 26th, 2015 at 8:45am-10:00am**

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