



LABI Campus Monthly Report: March 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 March 2016

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

Dr. George O. Wood to Speak at LABI College: We are excited to announce that Dr. George O. Wood is the 2016 commencement speaker for LABI College! His leadership, excellence, and strategic vision has helped transform churches and higher educational institutions across the United States. Our graduation ceremony will be hosted at Templo Calvario Church, Santa Ana (CA), and is scheduled for May 28, 2016 at 9:30 AM.

LABI Giants of the Faith Initiative: LABI College has begun to recognize many “giants” of our faith who have contributed to LABI College. Honoring these legends will include recognizing several dorm rooms in their honor, office names, and department names. These include recognizing Dr. George and Dr. Shalini Pallil, Pastor Danny De Leon Sr., Augie Lopez, Dr. Simon Melendres, and several others. Signage for these legends have already been ordered and many are already posted.

LABI College American Red Cross Partnerships: President Harris and Trustee Earl Massey met with the Red Cross officials in hopes to designate our LABI College location as an official Disaster Preparation and Relief site for our community. The Red Cross officials were pleased with our community and made several commendations in relation to our facilities, cafeteria, ADA compliance, and space that could be used in terms of a disaster relief location. They also confirmed that LABI College is now officially recognized as a Red Cross disaster relief location for our community!

ABHE Accreditation Evaluator Invitation: As a registered ABHE evaluator, Dr. Harris served (March) as the lead evaluator administrator for a Bible college in Florida. In this aspect, Dr. Harris evaluated the Mission, Goals, Objectives, Governance, and Authority for this College. Later in March, Dr. Harris served as a student life evaluator for a Bible college in Ohio. In this role, he evaluated enrollment management, student services, and student support areas of this college. This fall he has been invited to visit and evaluate a Bible college in Virginia. These experiences will also provide rich and valuable insight into our own evaluation processes and accreditation visit from ABHE in October.

U.S. Department of Education Grant Support/Evaluation: Dr. Harris completed a draft report as an External Evaluator for a \$2.5 Million Department of Education grant recently funded for Vanguard University. Dr. Harris provided the first of several evaluation reports in terms of this Hispanic Serving Institution (Title V) award. Within that report, Dr. Harris provided recommendations in terms of diversity initiatives, assessment data, and normative data in terms of comparisons.

Family Foundation Grant Update: The Dr. Jesse Miranda Center is now officially secured within its new location (formerly the Bueno House). JMC signage is up and we are expecting a first financial installment for the award anytime now. The foundation grant will also fund in part a new certificate program, curriculum design and some key personnel for the center. LABI and JMC will be working together on a number of other key initiatives.

Accreditation Partnership Possibility: Dr. Harris will be working to develop a proposal that may bring an accredited Associate’s program to LABI College as early as this fall. This proposal will be presented at the next Board of Trustees meeting for consideration and support.

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March 2016 Financial Report: Ruben Mora, Chief Financial Officer

Narrative Summary:

We have recently made accommodations for the Jesse Miranda Center to move into our LABI College campus. The JMC will be funded by a Kern Foundation Grant that Dr. Marty Harris wrote. We have already received the first instalments of that grant. Additionally, we are expecting more funds to be received in the summer from multiple “guest services” contracts with various church and district affiliates. Guest services allows for outside affiliates to rent our facilities: chapel, classrooms, dormitory, and/or cafeteria. Furthermore, we are continuing with judicial and restricted spending through the end of the semester.

The CFO will also continuing to participate in monthly work-study meetings, where the work-study committee oversees student compliance to work-study requirements. The CFO is developing a budget for the 2016-2017 school year, in preparation for the full board meeting on April 13th.

In addition to all these projects, the CFO will also be spearheading the “Pillars of Faith Banquet” set for May 2nd where “pillars of faith” will be remembered and honored. More information about this banquet will be forthcoming.

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 the 2015-16 school year.
2. Manage resources to the end of the year to ensure finishing the 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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March 2016 Consolidated Academic Report:
Andrew Stenhouse, VPAA

Following are the monthly reports from the academic leadership team, consisting of three areas: (1) LABI College Academic Dean; (2) Registrar and Assistant Dean of Academic Support; (3) Assistant Dean of Academic Services.



Vikram Peters, Dean of Academic Affairs

Narrative Summary: The school has now reached the mid-point of the semester. Currently, the office of the Dean of Academic Affairs is focusing on the following issues: finalizing details surrounding the 2016 Baccalaureate and Commencement ceremonies; recruiting possible new faculty; continuing the finalization of the new transfer agreement for students wanting to transfers into LABI College from other colleges/universities; proceeding with the formalization of separate AA versus diploma academic requirements; putting the Excel program on hiatus.

Baccalaureate and commencement: LABI College's baccalaureate and commencement has been set for Mary 27th and 28th, 2016. The baccalaureate ceremony will be held at the chapel of LABI College; the commencement at Templo Calvario, Santa Ana, California. 30 students will be graduating this spring from the Associate degree program. LABI College's CFO, Ruben Mora, will be the baccalaureate speaker; Dr. George O. Wood, the General Superintendent of the Assemblies of God, USA, will be the commencement speaker.

Recruiting new faculty: LABI College is always looking to buttress its academic standards by approaching qualified faculty who demonstrate a potential to fit into LABI College's academic culture. To this end, the Academic Dean recently conversed with two potential faculty candidates: Dr. William Bjoraker and Dr. Sophia Magallanes. Dr. Bjoraker holds his Ph.D. from the School of Intercultural Studies of Fuller Theological Seminary; he is a professor at William Carey University, Pasadena, CA. Dr. Magallanes holds her Ph.D. in Divinity with an emphasis in Hebrew Scriptures/Old Testament at the University of Edinburgh, Scotland; she is a professor at Life Pacific College, San Dimas, CA. Both Drs. Bjoraker and Magallanes have verbally agreed to teach at LABI College in the Fall of 2016.

Transfer agreement: The Academic Dean continues to finalize a new transfer agreement (transferring into LABI College) since it will be an additional material benefit for many prospective students seeking a Pentecostal, theological education at LABI College.

AA versus the diploma student: The Academic Dean and other members of the academic team continue to formalize an agreement that will help differentiate the college's AA academic expectations from its diploma academic expectations.

Excel program: The Executive Center for Education and Leadership or Excel originally planned to launch in early March. The launch date for the certificate program has been pushed forward to mid-September, 2016.

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Sara Lopez, Registrar & Assistant Dean for Academic Support

Narrative Summary:

The academic team is continuously enhancing the academic department and looking for opportunities for improvement. We are currently preparing for graduation. This month I will be reviewing the graduation applications to ensure that students are meeting the graduation requirements. This includes the Associate Degree candidates, Extensions, and LATS students. We have about 30 students graduating in the associate degree program, 43 students in the extensions program, and 20 students in LATS program. This month the priority will be to order caps and gowns for the three programs, ensure students' qualification, and communicate the all relevant information to the students. In the month of April the Dean of Academic Affairs and I will be meeting with the possible graduates to inform them about their standing and provide graduation details. Graduation is a great indicating measure for LABI's success. We are able to assess our graduation rate and ensure that students finish the program.

Associate Degree Program Stats	
Total Students Enrolled Spring 2015	67
Total Full Time Students	46
Total Full Time Units	720.00
Total Part Time Students	21
Total Part Time Units	122.00
Total Units	842.00
Total On Campus Students	34
Total Off Campus Students	33
Total CA Students On Campus	32
Total CA Students Off Campus	33
Total CA Students	65
Total WA Students On/Off Campus	0
Total AZ Students On/Off Campus	0
Total HI Students On Campus	1
Total NV Students On/Off Campus	0
Total MO Students On/Off Campus	1
Total Out of State Students	2
Total Female Students On Campus	19
Total Female Students Off Campus	12
Total Female Students	31
Total Male Students On Campus	15
Total Male Students Off Campus	21
Total Male Students	36

This spring semester LABI obtained a retention rate of 70%, increasing 7% in comparison to last semester. However, last spring semester (2015) LABI College obtained a retention rate of 83%, decreasing by 13%. Nonetheless, LABI College was able to enroll a total of 75 students this semester, including 67 students in the Associate Degree program. The table below shows data about our enrolled students this semester.

We are looking forward to this year's graduation and witness students finish a season in their lives at LABI College.

LABI TOTAL STATS	
On Campus	39
Off Campus	36
Total Enrollment	75
Total Part-time Units	132.00
Total Full-time Units	783.00

2015-2016 Strategic Goals

1. Graduation preparation.
2. Student support and progress.
3. Data management.

Progress on KPI's

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

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Library Report:

Narrative Summary: The Library was proudly named after Dr. Simon Melendres, and the department anticipates the inaugural celebration of this naming next month! The library has been constantly filled the last two weeks before Spring break, with weekend hours even added to accommodate the need of the season. Rossi will begin having library assistants perform headcounts each hour in order to gather more accurate data on high-traffic days and times. 62 books were checked out this month alone, with many reference and textbook reserves utilized in-house. All three computers in the lab have been occupied from opening to closing, as well. The library map seems to assist many in locating books much faster, aiding the research process for students. Steve Valdez, our part-time Librarian, has adjusted his schedule to open the library on Fridays, as there is now increased demand for library resources on this day as finals approach. All operating hours now have coverage with trained library assistant volunteers or student workers. Student worker Janell Lopez has reached 6,000 books entered into the libraryworld.com database! This means we are 21% done with all collections housed within the library. The collection has also increased by 20 books with recent donations. Currently, the process to contact students for the return of borrowed items has been streamlined with student worker Kimberly Michel overseeing. Rossi has planned to re-train all library assistants on daily operations, as some roles have been reassigned according to strengths and abilities. 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. The preparation for the new study rooms are creating much excitement for the future.

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Writing Center Report:

Narrative Summary: The Writing Center was proudly named after Dr. Joel Torres, and anticipates its inaugural event next month to celebrate! The department had its second Workshop Week with the repeated session of “Conquering the Thesis Statement”. 12 students attended the workshops and gave great feedback on its helpfulness for specific assignments. Rossi saw the need for increased promotion for workshops. By Spring break, over 100 face-to-face appointments had been scheduled, with 43 completed. The majority of these appointments were assignments that did not require a writing center appointment from the professors (30), while only 13 were for papers that did require an appointment. Creating a calendar with due dates for required papers helped tutors and professors greatly; however, many students procrastinated with making appointments despite countless opportunities and reminders. Rossi decided to make the due date calendar of required papers accessible to students in the future, as an added reminder of important/busy weeks. Rossi trained the tutors thoroughly, and both the tutor and student said there was much clarity and ease in organization and expectations for the papers. Certain assignments with vague descriptions, however, made tutoring sessions difficult with many questions about expectations. Rossi spoke with the professor and discovered some areas of the assignment required further explanation or allowed for multiple interpretations, resulting in providing more assignment-specific and professor-reviewed trainings for the tutors in order to keep everyone on the same page. With the training, the tutors understood far better how to best guide the writers and expressed that they felt much more prepared to tutor, and the students said they had all questions answered within their sessions. Cancellations decreased after the chapel announcements and reminders, yet many students still canceled or were unprepared for their midterm papers. Rossi decided a workshop on organization, scheduling, and avoiding procrastination may be appropriate for such a repeated issue. Overall, the Writing Center team looks forward to increased workshop attendance and tutor trainings, and less cancellations. Lastly, the opportunity for free learning disability assessment through Argosy University progresses, with 3 applicant interviews completed in the search for an intern. An intern will be selected by the panel March 29th, and contacted April 4th.

2015-2016 Strategic Goals

1. To continuously train tutors throughout the semester
2. To hold three to 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 Writing Center.

Progress on KPI's

1. A workshop was held March 7th-10th entitled, “Conquering the Thesis Statement”.
2. A tutor training had a successful outcome on the required Church History paper.
3. 17% of the student body attended the semester's second workshop week.

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March 2016 Extensions Report: Jose Luis Saavedra, Dean of LABI Extensions

Narrative Summary:

We are concluding the first quarter of the 2016 academic calendar. Our commitment as an academic institution is to provide biblical and theological education to the local Church. This mission correlates with the mission of God to the world.

This year began with forty-seven extension centers with approximately 800 students.

In the month of April we will begin to promote the opening of a new Extension Site in the state of Colorado. We are beginning an intensive class in Denver. Coordinator Manuel Aguirre is doing a phenomenal job in promoting our academic program.

Our online program begins a new quarter in the upcoming weeks. The class being offered is Prison Epistles. Two renowned teachers will be leading this class to about seventy students. Using technology, not only is our program made more available and accessible; but also, it becomes a great tool for the purposes 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 academic calendar 2016.
2. Promote the opening of new LABI Extensions.
3. Promote the development of the project of online classes.

Progress on KPI's

1. We are in the process of conclusion of the first quarter, 90% 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:

According to the 2016 revenue goal to date we have reached 15%.

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

Narrative Summary:

The majority of this 2016 graduating class is ready to continue on to higher education. They are planning to go to the next level to complete a Master program in theology or other pertaining areas of Christian ministry. This can happen in SETEPEN or Fuller Theological Seminary. We hope LATS continues to encourage graduates to move forward in their academic and ministerial achievements. For now we are revising and updating our catalog in conjunction with and guiding by our provost Dr. Andy Stenhouse. We are hoping this job will be completed by the summer.

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

Key Performance Indicators

The 2016 graduation is around the corner. We have candidates from five extensions that satisfactorily completed the ThB program: La Puente 6 students, Oakland 4, San Jose 2, Reseda 1, and Tyler (Texas) 12. There are a total of 25 candidates for graduation. Most of the graduates will attend the commencement in La Puente. Our coordinators in these extensions are doing a good job in developing Christian education at this level. Many of the graduates are pastors, teachers and ministers in other areas that are serving in local churches. With their new accrued knowledge they can do a better job serving in the Lord’s Vineyard!

Budget:

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

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

Narrative Summary:

During the month of March, we focused on encouraging a spirit of servanthood and scholarship amongst our student body. On March 4th, we kicked off the month with a homeless outreach in the streets of Los Angeles, CA (Echo Park) which was lead and coordinated by our SGA leadership team and pastoral team. About fifteen students and two staff members participated and served by handing out food, water, blankets, and jackets. All participants were properly trained on how to prepare and pass out food to ensure that no food distribution laws were violated by any of our students or staff members in the process.

On March 7th- 11th, we launched our first Midterm Preparation week giving all students (residential and commuters) the opportunity to study as a group or alone in two available study centers. The concept behind the Midterm Preparation week is to encourage study skills and exam preparation in our student body a week prior to Midterm exams. We appointed two designated study areas/centers where curfew was extending to 1:00am for that week. Along with ensuring that sufficient space/facilities were available for all students; coffee, donuts, and healthy tips were provided each night by either the academic office or by the Dean of Students. We received a great number of feedback from our student body and academic administrators, thanking us for encouraging and facilitating academic success in our student body.

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 corresponding to our Student Manual
3. To promote a Pentecostal community of student leaders

Progress on KPI’s

1. We were able to showcase the resourcefulness of the new Student Union Center to our student body by conducting several student-orientated ministry, education, and fellowship gatherings lead by our Student Leadership. This has also set a good tone for SGA elections coming up next month.
2. We received multiple site visits and telephone conference calls from several outside companies/organizations and professionals: Red Cross, US Fire and Safety, SPYmicro, and Police officers who are helping guide our facilities/campus improvements in terms of our campus safety and compliance with accreditors and local authorities.
3. We hosted our first *Clash of Classes* (2nd years vs. 1st years) where competitive games (capture the flag, dodgeball, volleyball) were played amongst the two classes for the purpose of raising school spirit amongst all students as we kicked off spring break!

Budget: We are on below our approved spending budget.

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

Narrative Summary:

God is good, and worthy to be praised! I am so blessed to report all the amazing things God is doing on our LABI College campus and in the hearts of our students. Each chapel is flooded and drenched with the Holy Spirit. The presence of God has been evident every time we gather for chapel, worship and prayer. For many years LABI had a tradition of having a Spiritual Emphasis week. When I was hired in 2014 there were no dates planned for this special week. I am happy to report that in the month of March we brought Spiritual Emphasis week back! On this week, we had Pastor Will Guzman from New Hope Hawaii come and share with the students a powerful word from God. One of his sermons spoke of removing the negative labels that people have put on us as well as the labels we put on ourselves. He challenged students to remove the negative labels and replace them with the label: ambassador of Christ. After the sermon students prayed at the altar, but I knew that God was not done. On the floor were the bad sheets of paper that Pastor Will used to illustrate the negative labels we put on ourselves. I picked them up one by one and asked students if these were the labels they were holding on to. As some raised their hands, I had them come up and rip the labels together. We then had someone pray for them. Over ten different labels were ripped that day. It was such a powerful time of breakthrough. Many of our students were healed and restored!

This month we started recording all of our chapel services. Everyone has the opportunity to watch our chapel services through our LABI YouTube page live or at a later time. All are invited to join our students in hearing these powerful messages. These live recordings provide the opportunity to see what God is doing in our student body. On March 4th a group students and staff had the opportunity to feed the homeless in Los Angeles and share the love of God. We passed out over 180 sandwiches, waters, goodies, and blankets. The students boldly shared the love of God to the homeless community. They prayed for people and lead two people to Christ! They walked in boldness, wisdom, and love. Not only is LABI equipping them but we are also providing opportunity for students to utilize what they are learning. I am so proud of our students and their heart for 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 every student in 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 giving students more opportunities to seek God.
3. Students are coming together to seek God and build unity.

Budget: The Pastoral office is in good standing.

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March 2016 Business and Financial Report: Mario Ramirez, Chef

Narrative Summary:

For this month everything was great. The student workers responded to their obligations very well, and there have been no complaints at all. We continue to serve on campus students, staff, and administration, as well as guests that include: off campus students, prospective students, district officials, pastors, churches, and dignitaries. Additionally, we serve lunch to board members when meetings take place on campus.

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. The provide a variety of food options
2. Attention to food presentation and plating
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.
3. Food Handling Sanitation.

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



March 2016 Student Government Association: Ivan Chavez, SGA President

Narrative Summary:

The month of March was simple yet strategic in terms of student activities and team development. As always, SGA takes every effort to fulfill its mission for the student body: to cultivate an intellectual, spiritual, and social culture in a unified community. At the beginning of this month, the student body participated in a Homeless Outreach that strongly promoted spiritual development in Christlikeness. A day was set apart to go into the homeless community of Downtown Los Angeles and pass out sandwiches while presenting the Gospel of Jesus Christ. Prior to the outreach, students worked together to make over one-hundred peanut butter and jelly sandwiches, packaged water bottles, and prayed together for the hearts of those who will be served. Upon arrival, several homeless people were already lined up to receive their food. Altogether, 120 sandwiches were passed out, along with 200 water bottles, about 70 oranges, and over 300 small packets of crackers. The students were extremely blessed. There was one occasion when a lady approached us herself and asked for prayer. It was beautiful to see the students, my fellow peers, being compassionate over the people, not hesitating to share God's love simply by being available for prayer, giving out food, and having friendly conversation. What better way to promote our school and fulfill our purpose as a Biblically based institute than giving students the opportunity to apply what they are learning in the church and the world. Students are now requesting more ministry outreach opportunities in the future.

As Midterm week approached, stress rises among the student body. A proposal was made by SGA and Residence Life: a special week of preparation for students to study for midterms. This "Midterm Prep Week" was held the week prior to exams. Curfew hours were extended at certain locations where students can hold study sessions and study groups to improve their understanding of class material. By hosting this "Prep Week", SGA has fulfilled its mission to create an intellectual culture, led by the student body. Looking ahead on our calendar, preparations have been made for SGA elections which will designate LABI College's new Student Government for the upcoming academic year.

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. Revision of the Constitution/Manual of SGA (Narrative)
3. Create events that will fulfill the SGA Mission/offer student involvement opportunities

Progress on KPI's

1. Homeless Outreach was a success, motivating student spiritual growth. Frequent requests have been made to host another outreach.
2. Midterm week was followed by a "Clash of Class", a time of student competitive activities designed to relieve stress and anxiety. Student morale and unity increased.
3. HeBrews Lobby Café has seen an increase in profit from the last month. All funds will be saved for further student events and Senior Outings.

Budget: SGA finances are in good standing.

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March 2016 Enrollment Report: Brian Alvarez, Admissions Specialist

Narrative Summary:

The enrollment office has been working towards more recruitment. The data from past Spring semesters shows our highest enrollment number for the Spring semester had been 15. This semester (Spring 2016), our enrollment increased to 19 new students. We are going to continue our efforts to increase enrollment for 2016 Summer and Fall semesters. Our goal for the 2016 Fall semester is to meet or exceed 42 new enrolled students. 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 the college. Our goal for the next 6-7 months is to obtain 20 new applications each month. Currently we are on-track towards our goal, we currently have 37 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 enrolled students for the Spring Semester.
2. We currently have 37 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 encouraging other students to join and participate in recruiting at events. We recently added 4 new students to intern as ambassadors.

Budget: We are within budget

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

Narrative Summary:

The Media Department has been working on creating murals and graphic designs for the “Pillars of Faith” campaign at LABI College. Murals and graphics that have already been created and posted include: The LABI Dorms Lobby mural, and the Dr. Isaac Canales Preaching Center mural in Chapel. We are currently working on graphics for the Dr. Simon Melendres Library mural, the Dr. Joel Torres Writing Center mural, and the Drs. George and Shalini Pallil Enrollment Services Office mural.

Additionally, we are continuing to promote through social media key recruiting events that include: Alumni & Student Appreciation Day on March 19th; College Days “New Legends” on April 28th-29th. We will be finishing designing all marketing materials for College Days “New Legends”, such as flyers, electronic flyers, and T-shirts. Continuous Facebook advertisement will be important to raise awareness about the event. Through social media, we are reaching out to and inviting alumni and church youth groups.

The Media Department also continues to support all College offices and departments with graphic designs and website updates. We are working closely with SGA to finish the yearbook on time.

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. Revamp of the LABI College website.
2. Reach 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 Facebook page has reach 43 new likes
3. We have over 300 Alumni and Students invited to the Alumni and Student appreciation event and have 13 confirmed for attendance.
4. We recently reached 1,600 views for our post about Dr. George O. Wood as our 2016 Commencement speaker.

Budget: The Marketing and Communications budget is in good standing

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President's Cabinet Meeting-Extended

March 1st, 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. ICPC, Kern Grant, ABHE Evaluation Visits, Dorm Room/Hall Naming (M. Harris)
4. Enrollment Update (Weekly Reports/Events) (B. Alvarez)
5. Media and Communications Update (J. Escandon)
6. Student Affairs Update (E. Vega)
7. Spiritual Formation Update (K. Baca)
8. Academic Update (A. Stenhouse, S. Lopez, 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: **March 15th, 2016 at 9:00am-10:15am**



President's Cabinet Meeting-Extended

March 29th, 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. Pillars of Faith Initiative, Kern Grant, God’s Bible School visit (M. Harris)
4. Campus Safety (E. Vega)
5. Argosy University Interns (B. Rossi)
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 (Academic House)
11. Business and Finance Update: Current Status (R. Mora)
12. Off The Record (OTR) and Checking In.

Next President’s Cabinet Meeting: **April 12th, 2016 at 9:00am-10:15am**

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President's Cabinet Meeting
March 1st, 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, A. Stenhouse, G. Mora, S. Cerda, E. Vega, B. Alvarez. J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters.

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: Campus Pastor shared a devotional on Romans 12:1-2, encouraging us to live as a sacrifice.
2. Review/Approval of Minutes: Minutes of last cabinet meeting were approved by cabinet.
3. ICPC, Kern Grant, ABHE Evaluation Visits, Dorm Room/Hall Naming: The ICPC event was a success. Dr. Marty will soon meet with Dr. Canales to further partner/plan for ICPC. The Kern Foundation allowed for partial funds to be given earlier. The JMC is being vacated for their move-in. Dignitaries will be sent letters and certificates in honor of the newly named dorm rooms and dorm halls.
4. Enrollment Update: Data collected from the last three years of admissions/enrollment produced a new application-to-enrollment conversion factor of 36%. This new figure sets the current goal of 20 new applicants per month from now until fall 2016 registration. We are “on-track” with 25 new applicants for this month. College Days is dated for April 28th-29th with Larry Acosta as the keynote speaker. Other recruiting/promotion includes: Student Appreciation day (March 19th) where free tacos will be served to alumni and prospective students, and a TC Santa Ana Evangelism Conference (March 3rd-4th).
5. Media/Communications Update: We are continuing to advertise/promote through social media. A yearbook committee has been created to decide on the dedication and theme for the yearbook.
6. Student Affairs Update: The SGA president has been the liaison between Media and Residence with regards to the student yearbook. The RAs and SGA have been planning a homeless outreach for March 4th. Students are continuing to be well behaved and respectful of policies. Student “report cards” are being created containing current standing within the four major offices (Residence, Spiritual Formation, Business, Academic). Dean of Students is helping with the naming of the dorm rooms and halls.
7. Spiritual Formation Update: Campus Pastor is also assisting with the homeless outreach. Staff has an opportunity to attend a Human-Trafficking conference. Student “Spiritual Formation” report cards are being made for the Dean of Students.
8. Academic Update: Library book data entry is at 20%, making good progress. A new transfer policy is being drafted that will allow more units to be transferred to LABI from other universities. Graduation payments are due this week. Graduation class consists of 30 students.

Next President's Cabinet Meeting: **March 29th, 2016 at 9:00am-10:15am**

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President's Cabinet Meeting

March 29th, 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, A. Stenhouse, G. Mora, S. Cerda, E. Vega, B. Alvarez, J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters, J. Saavedra, D. Rivera.

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: Campus Pastor shared a devotional on God’s design and plan, God given desires, and purpose.
2. Review and Approval of Minutes: Minutes were approved unanimously.
3. Pillars of Faith Initiative, Kern Grant, God’s Bible School visit: Dr. Harris took part in evaluating two colleges for ABHE. He will use this experience to help LABI as we approach our ABHE visit in October. We have received the first instalments of the Kern grant for the JMC. The Pillars of Faith campaign continues. We have important dates approaching: April 14th we celebrate the Dr. Simon Melendres Library and Dr. Joel Torres Writing Center; on May 4th we celebrate the Drs. George and Shalini Pallil Enrollment Services office. Dorm rooms and study room also continue to be named. The LABI College Foundation has launched with the purpose of raising funds for LABI College.
4. Campus Safety: a sub-committee has been created to review all departments and student life concerning campus safety policies. We recently received American Red Cross commendations and recommendations that the sub-committee will use.
5. Argosy University Interns: The panel that interviewed the Argosy University interns presented their nominations for Diagnostic and Therapy positions. In was decided by the cabinet through vote that LABI would keep the diagnostic intern, but will postpone on having a therapy intern position on our campus at the moment.
6. Business and Finance Update: We are continuing to be judicial with are spending.
7. Enrollment Update: Staff was invited to volunteer and participate at the LABI College Days promotional and recruiting event on April 28th-29th.
8. Media and Communications Update: The yearbook theme will be: Our Journey. The yearbook will be dedicated to Dr. Grace Morales Scott.
9. Academic Update: On May 20th, HIPS will host guest speaker Dr. Cecil M. Robeck Jr, Professor of Church History and Ecumenics at Fuller Theological Seminary, who will speak on “Latinos and the Azusa Street Revival.”

Next President’s Cabinet Meeting: **April 12th, 2016 at 9:00am-10:15am**

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