



LABI Campus Monthly Report: May 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 May 2016

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

LABI Baccalaureate 2016

On Friday May 27th, 2016 we had a wonderful evening with family, friends, faculty, Board of Trustees and students. The evening was highlighted by messages and worship and accentuated by a powerful sermon from our very own CFO, Ruben Mora.

LABI Commencement 2016

On Saturday May 28th, 2016, commencement took place at Templo Calvario (Santa Ana). The service was exceptional; orchestra was well put together and well directed by Robert Resto. We honored three individuals with Honorary Doctorates: Augie Lopez, Dr. Grace Morales-Scott, and Pastor Danny De Leon Sr. We had nearly 100 graduates from our various academic and diploma programs representing LABI College, LATs, Extensions, and Diploma students.

LABI Campus Improvements

MAPS construction workers visited the campus and worked on multiple campus improvement projects in early May. These include painting Student Dorm Halls, Campus Chapel, created study center desk areas (5) including a major desk area in the library. They also built two outside patio decks, laid wood flooring in the Student Union Center, and added lighting and ceiling fans, among other projects.

\$600,000 LABI College Capital Campaign and SPD to LABI \$600,000 line of Credit

Dr. Grace Morales-Scott, Dr. Sergio Navarrete and the LABI College President had a meeting to plan out a \$600,000 capital campaign over six month to be led by the SPD and Dr. Sergio Navarrete. The meeting included a discussion to add a \$600,000 line of credit from SPD directly to LABI College. These investments and credit-line extension will help to support the financial reserve expectations from the U.S. Department of Education, ABHE, and California Student Aid Commission.

LABI Kern Family Foundation Grant Update

We continue to make progress with developing a Faith, Work, and Economics instrument. The instrument items have been created, aligning to multiple constructs. The instrument was also pilot-tested on LABI students and others. This work will lead to the identification of a profile on Faith, Work, and Economics and curriculum that will be developed to help fill the gaps of any identified needs within this area.

ABHE Accreditation Update

President Harris continues to gather data, information, and progress reports from the various campus stakeholders. He expects to have a July ABHE update reported completed within the next few weeks to assure that ABHE understands our progress to date since our November 2015 report.

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May 2016 Financial Report: Ruben Mora, Chief Financial Officer

Narrative Summary:

For the first time ever, we have enrolled 9 employees in the Kaiser Permanente Medical Coverage along with dental coverage. We have also managed to enroll 10 employees in a 403 (b) retirement fund. The fourth and final payment cycle of this semester took place with 100% student check-out. Baccalaureate and Commencement were a success. We had a successful Charitable Banquet on May 2nd in which close to \$25,000 was raised for school projects. The MAPS team from Texas came and helped us with several of these projects: two decks by the Jesse Miranda Center, Student Union remodeling, upgrades to the study rooms and computer lab in library as well as painting in the dorms. We have had 2 Guest Services groups with good revenue flow and there are several to come; the biggest one yet in early July. There is steady revenue from the Extensions Department and several other revenue streams. We are preparing to review and award all Work-study assignments for the Fall of 2016. We also prepare for several summer projects including painting around campus, staining all three decks with water resistant seal and finalizing all painting in the dorms.

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. We are spending above the 96% expense-to-income threshold at this moment.

Budget: We continue to work on a limited budget.

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

Narrative Summary:

Graduation was a major success! This year our graduates consisted of: 26 students from the Associate Degree program, 60 students from our Extensions program, and 11 students from LATS program. We had over 300 guests attend our Baccalaureate service and about 950 people attend our Commencement. What impressed me the most was the collaboration and dedication of each staff member that contributed to make this possible, from setting up, meeting to review the logistics of the service, assisting the day of our event, and helping with the tear-down. These two events demonstrated the group effort and extraordinary leadership to get tasks done without being told. Every staff member took the initiative to get things done and went the extra mile in every detail.

In our Baccalaureate service students and guest were able to worship God in communion, partake in communion, and enjoy a great message delivered from our CFO, Ruben Mora. Commencement was another joyous time for our students. We had the honor having Dr. George Wood deliver the commencement address. In addition, for the first time we had the SPD Orchestra led by Robert Resto. In addition, in efforts to improve next year, all staff members that participated in the events will meet on Tuesday June 7th to have a graduation debrief. The meeting will consist of a SWOT Analysis (strengths, weaknesses, opportunities, and threats). These meetings are very insightful and productive to continue working with excellence.

Furthermore, we are now closing the spring 2016 semester. Grades will be finalized and posted by Friday June 10th. Also, my department is currently working on the course schedule for fall semester 2016 and will be assisting the enrollment office twice a week during the summer to increase our attrition and retention rates.

2015-2016 Strategic Goals

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

Progress on KPI's

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

Budget: Finances are in good standing.

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May 2016 Library Report Rebekah Rossi, Assistant Dean of Academic Resources

Narrative Summary:

Last week (5/9-5/13), MAPS workers greatly blessed the library with beautiful wooden built-in desks that line the walls of the computer lab. The reference book section comprised of dictionaries, encyclopedias, and psychology books has been moved to a nearby wall to accommodate this. Rossi has given out the newly designed headcount list to assistants for more accurate analysis during finals week, as it approaches. 93 books were checked out this month alone—the highest checkout month yet—with many reference and textbook reserves utilized in-house. All three computers in the lab have been occupied frequently, as students work toward final papers. Student worker Janell Lopez has reached 6,741 books entered into the libraryworld.com database! This means we are 23% done with all collections housed within the library. Part-time Librarian Steve Valdez and Rossi met on 5/6 to go over training pertaining to the cataloguing system, training for library assistants next year, and the increase of resources through inter-library loans. As Valdez is the Inter-library Loan Officer at Vanguard, he has invited the relationship to borrow resources. This may be a great way to also increase resources to supplement the Spanish section within our own library. Over the summer, the library will be open part-time, with coverage provided by Janell Lopez and Steve Valdez for the month of June, and then Rossi will provide coverage from July to August. This schedule is still being finalized. 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.

Budget: No new purchases were made, and the library is in good financial standing with the business office.

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May 2016 Writing Center Report Rebekah Rossi, Assistant Dean of Academic Resources

Narrative Summary: The month of May was surprisingly slow, with only 3 appointments. This was due to only one required paper in the month of May; however, a couple more appointments are on the calendar. Over the summer, the Writing Center will be going on-line, with two tutors available to help summer school students with papers via email and Google Docs. This will be more feedback and suggestions for revision, and may be brought into the Fall as an option for 2nd year students. However, the face-to-face appointments prove to be necessary for students who need to learn grammatical concepts, and will resume in the Fall. An idea arose to allow only 2nd year students the option to submit papers for revision electronically, giving 1st year students the one-on-one time for a strong foundation in writing expectations. The option also arose to have the Compass entrance exam revisited; perhaps it is not as effective as we had hoped. Some students have been scoring high on the exam, yet have been showing great deficiency in their writing throughout their regular coursework. To remedy this, it was suggested to add a written portion to the entrance exam. Another suggestion is to simply add grammar and writing into the curriculum for the class Preparation for College Success. These motions are in talks with Faculty, and a final resolution will be made in the summer. Over 80 face-to-face appointments have been completed thus far. The staggered calendar of required papers seemed to help tutors and professors greatly; however, many students continued to procrastinate with making appointments despite countless opportunities and reminders this semester. Rossi decided to make the staggered calendar of required papers accessible to students in the Fall, as an added reminder of priority weeks for certain papers. The partnership with Argosy University for free learning disability assessment has been presented to the Faculty on 5/13. Holly Edmonds will begin interning this coming Fall on Mondays, Wednesdays, and Fridays. Professors were informed of how this will affect the classroom, and two accommodations have been finalized for any students who have provided an IEP. They will be given double the test-taking time, and/or a separate, quiet room in which to take exams, with a provided proctor. Two students who have recently turned in IEP packets have reached out for these accommodations in their final exams next week.

2015-2016 Strategic Goals

4. To continuously train tutors throughout the semester
5. To hold three-four workshops per semester, each with more options for attendance
6. To have 50% of the student body collectively attend each Workshop Week
7. To raise the average grade of term papers school-wide
8. For ALL syllabi to have some relationship with the W.C.

Progress on KPI's

1. A workshop was held April 11th -14th entitled, "Common Writing Errors: Rise Above".
2. 25% of the student body attended the semester's second workshop week!

Budget: The department is in good standing with the business office.

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

Narrative Summary:

The combination of online classes and classes in the classroom are adjusting well to our community. The pedagogical method of utilizing technology is being taken advantage of adequately for the effective training of the servants of God. The opening of an extension of LATS is a real challenge. This involves a journey of approximately two years, as well as having adequate logistics for the acquisition of textbooks. Also, finding a coordinator who loves education and has the proper training to run the center can be a challenge. Training a coordinator is essential for the successful development and completion of the program.

Strategic Goals 2015-2016

1. Healthy growth in the 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

We will start a new extension in Salk Lake City. There are brothers and sisters who have graduated from a Bible institute that want to continue their theological studies at a Bachelors level. We are looking to place it in the best location to establish this extension. With God's help we will be offering our academic program this summer.

Budget:

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

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

Narrative Summary

During the month of May, we continued focusing our energy on encouraging an attitude of service and scholarship throughout our entire student body. Understanding that during this month most students are experiencing high levels of stress due to finals week, senior portfolios, graduation deadlines, etc. We decided to avoid adding on any unnecessary events, projects, or meetings to allow our student body to focus on what they thought needed attention. Surprisingly enough all students showed maturity and character by taking advantage of these open pockets and thus the morale and climate of the student body remained calm throughout this month. The big exceptions to this were two major events: our graduating class went on a 3-day camping trip to big bear as well as managed to lead our student yearbook signage party. Needless to say, there has been no major violations or warnings this month.

Huge renovations have taken place across the campus thanks to our MAPS ministry partners from Texas. New flooring, lighting, industrial fans, paint, and two outdoor decks along outdoor lighting were installed and built for our new student union center. In addition, new custom-made computer countertops were installed in our library and in our student study centers located inside our student dorms. Lastly, our chapel and dorm halls were also painted and properly patched and look phenomenal! We instantly received great feedback from our student body and thus students were able to enjoy our newly renovated computer lab and students for finals week.

During finals week, we extended our curfew from 11:00 pm to 1:00 am in three locations (both dormitories lobbies and our library) for only 3 days to allow our student body to work and study in groups. To kick off finals week we bought 2 huge piñatas, one for the 1st years and one for the 2nd years students hoping this would help our students let out some steam and stress as well as bring unity within our campus. It was a success, as students, faculty, and administrators came out for a moment of fellowship and fun.

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. Senior outing (Camping Trip), Yearbook signage party, and extended curfew hours for finals week.
2. Multiple campus renovations and building projects sponsored by our MAPS ministry partners from Taxes.
3. Purchase additional First Aid supplies and print important first aid guidelines for all students to follow in a case of an emergency.

Budget:

We are on below our approved spending budget.

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

Narrative Summary

Although the semester is coming to an end, the Spiritual formation department has been busier than ever. We concluded our sermon series entitled “Beyond the Pulpit.” It was a great blessing for our students to hear from ministers that work outside the four walls of the church. On May 4th we honored Drs. George and Shalini Pallil during our chapel time. It was a great time of fellowship. Dr. Shalini gave a powerful word from God. It left our students challenged and empowered. On May 11th we honored Drs. Mikki & Vince Gil during our chapel service. It was a blessing to have such a powerful couple with us.

On May 13th-14th we had our 1st ever Worship Conference here at LABI College. On Friday night we had Aaron de la Cruz and Maribel Barajas come with their worship bands. We had an outdoor concert in front of the student dorms. It was a beautiful night of worship under the stars! The next day we had workshops for vocalist and musicians as well as one for media and production. We had tremendous speakers such as Enoch Villareal, Jorge Cruz, Irene Francois, Raquel Vega, Brian Alvarez, Maribel Barajas and other great speakers. This was a blessing to our students and local churches in our district.

Monday May 16th, the Spiritual Formation office as well as Pastor Jack Miranda and Region VI, hosted our first Hallepalooza. It was a great turnout and raised over \$1000 for LABI College! It was a great time of fellowship, food and worship! As the semester end we are closing out our Mobilization internships. Our students worked at 30 different churches this semester. I am personally so proud of their hard work and dedication.

On April 27th I preached a sermon on being transparent and getting help. It was a sermon entitled, The Spirit of Python. That day and days after that, students have been coming in my office opening up and asking for help. I have seen a lot of breaks-through these last few weeks in the lives of our students. I feel honored to be able to talk with them and pray for them. These students are my heroes and I love them so much!

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

4. Monthly and weekly themes have been incorporated into our chapel themes.
5. More prayer options have been added so that students have more opportunities to seek God.
6. Students are coming together to seek God and build unity.

Budget: The Spiritual Formation office is in good standing financially.

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May 2016 Business and Financial Report: Mario Ramirez, Chef

Narrative Summary:

For this month everything was excellent. The students have done a great job, and now are semester is finished. This month we had the Fundraising Banquet. Everything went well and many people gave some great compliments.

2015-2016 Strategic Goals

1. The provide a variety food options
2. Food presentation.
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 with our food budget for the 2016 school year

P.S. - The tri-tip was so good!! Aloha!



May 2016 Enrollment Report: Brian Alvarez, Admissions Specialist

Narrative Summary:

The month of May has been a busy month for the Enrollment Office. We had a great turnout at College Days and witnessed prospective students completing their applications as a result of their experience at College Days. So far we have accepted 5 student applicants into the College for Fall semester. Currently, we are on-track to meet our goal of obtaining 25 applicants each month until the first week of August. Currently we are planning our summer events to recruit throughout our district churches. Our goal for the summer is to develop a “summer ministry tour” and visit more than 20 churches from Southern California to Northern California.

2015-2016 Strategic Goals

1. Continue to promote at our local events, Coffee Nights, Open Houses
2. Recruit at our major event “Summer Ministry Tour”
3. Continue to visit churches and local events

Progress on KPI's

1. Currently have 45 applications for the fall semester, we must have 25 each month to meet our goal.
2. 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.
3. Planning our “Summer Ministry Tour” event, goal to visit over 20 churches till August.

Budget: We are within budget

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

Narrative Summary:

The Media Department has been working closely with every department to ensure that all material that needs to be promoted is created as well as published on social media and our website. As the academic year comes to an end the media department is focusing on getting all Commencement and Baccalaureate projects completed. We have currently created and ordered three different “2016 Faculty Awards”, created programs for both Baccalaureate and Commencement, and have published articles regarding our keynote speaker Dr. George O. Wood. Our department has also been working with the Academic Team to help promote the summer courses that will be provided for returning students.

As the summer approaches the Admissions team has asked us to create new promotional items to grab the attention of prospective students as the recruiting team goes out to promote. We are currently working on a new video that will display some of the new renovations LABI College has recently developed.

The Media department is proud to report the positive feedback we received on our programs and online marketing from guest who attended both the inauguration of the newly named “Drs. Mikki and Vince Gil Study Center” and “Drs. George & Shalini Pallil Enrollment Services Center”.

We are currently working on preparing new brochures, videos, and articles for the coming summer. The admissions team has created a list of task they would like completed from our department in order to help successfully promote for the new LABI College “Ministry Summer Tour.” Brian Alvarez has taken charge of this new tour in hopes to attract young adults at churches around the Southern California area. We look forward to creating these new projects for Brian and his team.

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. In the month of May our Facebook page has reached over 8,000 people.
2. Our Facebook page is averaging one new like a day.
3. Our videos for this month have received 607 new views

Budget: The Marketing and Communications budget is in good standing.

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President's Cabinet Meeting-Extended

May 10th, 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. Approval of Minutes (M. Harris)
3. MAPS visit (M. Harris)
4. LABI Presbytery Meeting (M. Harris)
5. Event Hours/Overtime
6. Enrollment Update (B. Alvarez)
7. Media and Communications Update (J. Escandon)
8. Student Affairs Update (E. Vega)
9. Spiritual Formation Update (K. Baca)
10. Academic Update (College, Extensions, LATS)
11. Business and Finance Update: Current Status (R. Mora)
12. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **May 24th, 2016 at 9:00am-10:15am**



President's Cabinet Meeting-Extended

May 31st, 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. Approval of Minutes (M. Harris)
3. Graduation Recap (M. Harris)
4. Enrollment Update (B. Alvarez)
5. Media and Communications Update (J. Escandon)
6. Student Affairs Update (E. Vega)
7. Spiritual Formation Update (K. Baca)
8. Academic Update (College, Extensions, LATS)
9. Business and Finance Update: Current Status (R. Mora)
10. Off The Record (OTR) and Checking In.

Next President's Cabinet Meeting: **June 14th, 2016 at 9:00am-10:15am**

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President's Cabinet Meeting-Extended

May 10th, 2016

9:00am-10:15am (Minutes)

President Cabinet Members (Present): M. Harris (Chair), A. Stenhouse, R. Mora, S. Cerda, E. Vega, K. Baca, B. Alvarez, J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters, J. Saavedra.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer: Pastor gave a devotional on Acts 2:42 as a model for the church and institute.
2. Approval of Minutes: Minutes were approved by Cabinet
3. MAPS visit: diverse projects are in progress. Projects were scheduled so that students would be here to see the progress.
4. LABI Presbytery Meeting: The District Presbyters accepted LABI College's ownership of 2/3 of the property and Tenancy-in-Common agreement with SPD.
5. Event Hours/Overtime: Staff and Administrators are advised to manage their weekly schedules appropriately in light of the various events and projects. Communication is important with supervisors.
6. Enrollment Update: the enrollment office is on-track with our enrollment goal of 25 applications per month. So far we have 45 applicants, with 4 accepted applicants. Last week, 2 pastors came with a prospect student and committed to paying her tuition. The Enrollment office is also planning a High School club event to recruit high schoolers.
7. Media and Communications Update: Updates are being made on social media. A promotional video is being created for promotions.
8. Student Affairs Update: The Dean of Student Affairs is working with the MAPS team and overseeing several constructions and remodeling projects.
9. Spiritual Formation Update: This semester's chapel series is coming to a close. During the last Thursday of the month, students will award their first annual Student Choice awards.
10. Academic Update (College, Extensions, LATS): Student Portfolio presentations will take place on Thursday (05/12) and Friday (05/13). Baccalaureate and Commencement are being promoted, as we have Dr. George O. Wood as this year's commencement speaker. Extensions are planning a "campus retreat."

Next President's Cabinet Meeting: **May 24th, 2016 at 9:00am-10:15am (Postponed)**



President's Cabinet Meeting-Extended

May 31st, 2016

9:00am-10:15am (Minutes)

President Cabinet Members (Present): M. Harris (Chair), A. Mora, S. Cerda, E. Vega, K. Baca. J. Escandon, N. Romero. Extended Members: B. Rossi, S. Lopez, V. Peters, J. Saavedra.

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer: Pastor Krystal gave devotional new start, new opportunities.
2. Approval of Minutes: Minutes were accepted with corrections.
3. Graduation Recap: Baccalaureate and Commencement were amazing. There was constructive criticism given and a S.W.A.T. analysis meeting will be held.
4. Media and Communications Update: The website is being updating to reflect current information and personnel.
5. Student Affairs Update: The dormitory is being cleaned after all the students have left for summer break. We are also making preparations for various rentals over the summer, including a SPD sectional retreat.
6. Spiritual Formation Update: The Baccalaureate was a successful event our LABI chapel. We are currently booking chapel speakers for the Fall 2016 semester. A Chapel Speaker referral form has been created for anyone who wants to recommend a speaker for chapel service.
7. Academic Update (College, Extensions, LATS): Course evaluations will be analyzed and recorded. We are opening registration for summer courses. Library hours will be cut during the summer. Student Janell Lopez has volunteered to work and continue data entry.
8. Business and Finance Update: We are continuing with limited spending during the summer.

Next President's Cabinet Meeting: **June 14th, 2016 at 9:00am-10:15am**

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