



LABI Campus Monthly Report: November 2015

LABI College-Institute-Seminary

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

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

Office of the President: Dr. Marty Harris, PhD

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 November Report 2015

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Presidential November 2015 Report: Dr. Marty Harris, President

We continue to make great progress with our accreditation efforts. Our most recent ABHE reports were submitted on November 15th, 2015 and championed by our VPAA-Dr. Andy Stenhouse (with the help of many). I am working with Nehemias and Joshua to develop a functional and paperless format to provide you with all of our accreditation updates. I hope to bring that forward within the next week or so.

This past month, we finalized a "revised" grant submission (working with Dr. Jesse Miranda and his team) to a family foundation that includes a \$550,000, three year proposal to launch a new center on campus, new certificate program, trainings and that includes key personnel and leadership for this historic center. I just received word that the new proposal was received continues to be under consideration from the foundation.

This past week, I had a short but wonderful conversation with Pastor Danny De Leon (Senior) in helping us bridge an articulation agreement with Oral Roberts University. Pastor Danny serves on ORU's Board of Trustees. Dr. Stenhouse has already been engaged in that discussion/process.

I returned late last week from a great weekend visit up in Northern California, where I had opportunity to meet with several pastors and LABI extensions directors and hear their thoughts, hearts and vision for their location, students, and possibilities. The trip also included a visit with a beautiful and historic church in Oakland (Abundant Life Church). This church is in the heart of the city, surrounded by a community that is woven with challenges, threats, even danger. But the Love of Christ is evident in this Church's impact, influence and positive change. I also shared in two services on Sunday, November 29th, in Tijuana, Mexico (connected to LABI extension sites).

I continue to work with Assistant Dean, Vikram Peters on the launch of a new "Preaching Center" at LABI College. This center will provide workshops, teaching technologies, sample sermons and opportunity for lectures from expert "preachers" from our community. This center will fall under the Hispanic Institute for Pentecostal Studies (stay-tuned).

I also had a wonderful meeting and conversation with Pastor Coba Canales (APU), a beginning conversation in terms of LABI, its rich history and the opportunities that are before us. Two words come to mind that left me inspired and encouraged about that conversation. "Relevance and Rhythm," We need to make sure that as we make progress, we are staying relevant to our mission and that we have rhythm in terms of how we function, communicate and with our identity. We need to invest and pay careful attention to both at LABI as we move forward, and make progress towards our preferred future.

Thank you again for all that you do for LABI, and for your investment in our students and community. Please continue to pray for God's favor, wisdom and direction for our college, community, faculty, staff, students and leaders.

Academic Affairs November Report: Dr. Andrew Stenhouse, VP for Academic Affairs

2015-2016 Strategic Goals

Accreditation: All documentation was submitted to ABHE. Nearly 800 pages of documentation was submitted to document the progress LABI has been making in its pursuit to be a quality, self-sustaining, accredited Bible College. Documents submitted on 11/15/15 included:

- a. Annual Report
- b. Compliance Report
- c. Exhibits Appendices
- d. Assessment Plan
- e. Planning document
- f. Statistical Abstract
- g. Progress Report
- h. Regulatory Requirements Evaluation

The President has asked the administrative team to compile all the documentation to be available for review in both hard copy form and electronic.

KPI Progress

The VPAA continues to develop the academic leadership team. The Assistant Deans of Academic Affairs (Vikram Peters); and Academic Support (Becky Rossi), and Academic Services (Sara Lopez); continue to serve the institution with diligence and effectiveness. Faculty development continues with another successful faculty lunch where items were discussed such as:

- a. Exploration of transfer policy allowing for transfer of coursework (i.e. from Vanguard, etc.) to count toward LABI College major requirements.
- b. Library support cooperation with faculty.
- c. Student Portfolio evaluations and scheduling.
- d. Academic Standards
- e. Curriculum enhancement

Challenges/Opportunities

The VPAA continues exploring budgetary options to increase the number of full time faculty members in order to ensure quality and long term sustainability.

Registrar November 2015 Report: Sara Lopez, Registrar and Assistant Dean, Faculty Support

2015-2016 Strategic Goals

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

Key Performance Indicator

LABI College will be graduating four students this fall semester 2015.

Manage Student/Faculty Records

As the LABI College Registrar a large responsibility includes managing the safety for student and faculty records. For so long, the file cabinets were not properly secured with a lock, but only secured in a building with an alarm system. This problem brought great concern to the Provost and academic department. Immediate measures were taken by the provost, facilities representative, and registrar to invest in proper security for all record cabinets. All twenty-file cabinets are now well secured with proper locks.

Graduation Preparation

This month along with Vikram Peters, Assistant Dean of Bible and Ministry program, and I were able to meet with four prospective graduates. The meeting covered graduation portfolio, dates of submission, graduation application, and graduation questionnaire. Students are expected to turn in their portfolio reflections November 20, 2015 to Assistant Dean Vikram Peters who will share the responses with the faculty for evaluation before presentations.

Ensure Faculty Support & Assistance/ Academic Development

In conjunction with the Assistant Deans we meet on a weekly basis to enhance the academic department, improve curriculum, and collectively solve problems. Also, this month under Dr. Andrew Stenhouse leadership and in collaboration with the President, Chief Financial Administrator, and I were able to meet regularly to improve and make corrections on the Accreditation Self-Study Report that was due November 15th. As it pertains to my role, I am constantly providing assistance to faculty; whether it is technology needs, copies, materials, and providing guidance when needed.

Budget

Academic Department budget is at a good standing.

2015-2016 Strategic Goals

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

Progress of Strategic Objectives

1. We are in full development of the last quarter of the academic calendar year 2015. A total of fifty-five extension centers are active, about 850 students are registered.
2. During the current year we have opened seven new extensions, and three centers have reopened the extension.
3. A new online course is taking place, Professor Nelson Cruz is directing the course, Effective Evangelism, and a total of 23 students have registered for this class.

Challenges and Opportunities

1. Serve not only our district in Assembly of God, but also multi-denominational churches.
2. That our classroom and online program is made available to any person in the world.
3. Customer satisfaction in the different areas of service.

Budget

As of November of this current year, we have reached 92% of the budget of income, we estimate that at the end of the year will reach 100% of the goal.

2015-2016 Strategic Goals

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

Key Performance Indicators

I spoke with Dr. Rolando Gonzales Martinez Director of Christian Education in Coahuila, Mexico. We agreed to open a new site of LATS in Piedras Negras a bordering city with the USA. The date to start this new extension is in the last week of February 2016. Dr. Gonzales assures to start this site with a minimum of 20 students. The majority of them are pastors, they already have several years of working in the Lord's Vineyard. It will be a blessing to share this program at this level with those pastors of Coahuila, Mexico.

Challenges and Opportunities

I am working right now in the academic calendar of 2016. I need to organize sites, instructors and courses that must be taught. I am focused on planning this coming winter quarter. Recently we shared another class through internet with good results related to learning process and possibilities. Also, I looking forward to identify the candidates that will be graduating for the month of May 2016.

Budget

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

2015-2016 Strategic Goals

1. Strategize new recruitment concepts
2. Discuss new program options

Key Performance Indicators

1. Plan new cohort of ExCEL

General Updates

We thank the Lord for the complete achievement of our first ExCEL cohort. We had a total of five graduates – and celebrated with an intimate celebration/ graduation. It is with great honor to say the ExCEL team is continuing to move forward with the planning of the new ExCEL cohort. Professor Vikram Peters and I have been working together to strategize and develop a youth ministries program for ExCEL. With a new program being added we will also be adding a new professor. Many new and prosperous opportunities are happening with ExCEL. These opportunities will benefit many church leaders. Whether it may be in English or Spanish ExCEL is moving forward. The new semester start date has not changed and is in progress to begin early January and continue till June 2016.

Budget Progress

The ExCEL Certificate Program operates with no budget at this moment.

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 two library program events a semester

Progress on KPI's

Rossi was able to provide training to library attendants to improve professionalism and attentiveness while on shift. Rossi visited the Fuller library and obtained a letter of partnership detailing the resources made available to LABI students on site. LABI was also officially received as affiliates of SCEL (Southern California Electronic Library Consortium) this month, a licensure organization that would allow the purchase of Ebscohost at a discounted price (under \$8,000; regular is \$15,000). The ability to purchase Ebsco is projected for Fall 2016.

Challenges and Opportunities

The new checkout system was put on hold, as it was realized that too few books were cataloged online to check in and out. Patrons may still be created in order to handle library fines. The system for collecting fines is also being revamped; more accountability and follow-through is necessary.

General Updates

Data entry continues each week, with 5,167 books currently cataloged.

Budget

The Library is under budget.

2015-2016 Strategic Goals

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

Progress on KPI's

The November Workshop Week was from the 16th to the 23rd, and focused on summarizing correctly in order to avoid plagiarism, as well as proper citation for papers. Professor Peters' second OT paper required Writing Center approval, and the department successfully completed 17 appointments for this particular assignment. All tutors grew in and were trained on their use of MLA formatting, summarizing, and exegetical-type citations through these appointments.

Challenges and Opportunities

It would be helpful to extend the hours to 5pm with more tutors in the future, as each tutor has many appointments to handle. This has been a challenge for both students and tutors.

General Updates

95 appointments have been requested and rescheduled so far this semester. Of these, 42 have been completed. We have had far less cancellations than last semester. This is due in part to the new text confirmation procedure, in which tutors send "emails" to a cell phone number, which translates to a text message.

Budget

The Writing Center is in good standing financially, and continues to collect for printing and copying, as well as recycling bottles. These costs are used to refresh coffee, creamer, and water supplies, in order to relieve the primary budget of these expenses.

Student Affairs November 2015 Report: Eli Vega, Dean of Student Affairs

2015-2016 Strategic Goals

1. Reorganizing Student Portfolios
2. Created an in house (CRM) to better communicate with our student leadership.
3. Planning for 2016 spring semester

General Updates

The office of new Dean of Student Affairs has been relocated to the office of the Residence Directors which is located in the downstairs lobby area of the dormitories. As for now the role of Residence Director will be under the Dean of Students until a new Residence Director is found. New electronic and paper versions of student portfolios have been created to help improve our students tracking system pertaining; student warnings/write ups, administrators reports, residential congrats/agreements, class and chapel attendance, etc. Along with clarifying job descriptions with residence assistance (RA's) and with the student government association (SGA) a new in house customer relations management software (CRM) has been implemented to how we communicate as a team. This will allow us to track and update; school events, job schedules, school projects, leadership meetings, upload and share documents. New ideas/talks of creating an SGA/ RA office along with a student union are some of many new exciting plans for the 2016 spring semester which are yet to be developed into a proper proposal.

Challenges and Opportunities

Implementation of new healthy changes have been received well by the student body. Eliminating students of the opposite sex from cleaning bathrooms and requiring all residential students to clean their own bathrooms as part of daily life cleanliness has brought forth a good vibe/ control which students are appreciative of this change and have shown complete support.

Budget

We are on target and within Budget.

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

Strategic Goals

1. Launching LABI Tour team.
2. Creating a higher standard for every chapel service.
3. Cultivating an atmosphere of effective prayer time.
4. Aiding in every student having the opportunity to encounter God, encourage unity, engage in small groups, and empower students for ministry.

Progress on KPI's

We have created a comprehensive outline to initiate the collecting and organizing of data for the Pastoral Manual. We have also created chapel themes and contacting guest speakers for spring semester.

Challenges and Opportunities

A budget is needed for potential chapel speakers. Establishing better communication with mobilization churches is a great opportunity.

General Updates

The Tour team ministered at four different A/G church's this month. Along with Campus Pastor Krystal Baca, bringing the word of God at the church's the tour team ministered at. The sound system improved greatly this month. LABI purchased the old sound system from our renters and hired someone to fix it. We are still in need of monitors, a sound snake and new microphones.

Budget

The office of Spiritual Formation does not have revolving budget.

Facilities November 2015 Report: Robert Cerda, Facilities Manager

Strategic Goals

1. Schedule and perform the annual Fire alarm system inspection.
2. Trim the high trees and the trees close to the buildings.
3. Write a facilities manager job description.

General Updates

The Facilities personnel are working hard to maintain a safe and clean campus. The storages where cleaned and reorganized to make room to store the furniture that was donated by Vanguard University. Vanguard University has donated 20 desks, bookshelves, and other items. The landscape team has trimmed all the bushes and trees, with the exception of the highest trees. For this trees will need to hire a tree trimming company since it is a liability to allow the student workers to trim them. So then, the high trees still need to be trimmed this month. Furthermore, the focus right now is on getting the annual certification for the facilities fire alarm system. This job of the annual inspection will be done by the end of November 2015. We are currently finalizing organizing the key tray for all the keys to all the buildings. This task was given to a student worker and will be finalized and approved by me as facilities manager.

Challenges and Opportunities

The challenge at the moment was trying to get a new company to monitor our fire alarm system that can provide better service. We have attempted to get a different company to monitor the fire alarm panel. However, after meeting with several companies they have expressed that the panel we installed is exclusive to the company that originally installed it. So then, we are reviewing a new contract with our current company with an attempt to demand better service. Another challenge is keeping up with maintenance of the LABI College vehicles. The vehicles are old and need to be retired from use for safety reasons.

Budget

Budget is on target.

Dining Commons November 2015 Report, Mario Ramirez, Head Chef

2015-2016 Strategic Goals

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

One of the challenges is to motivate people to complete their servant leadership. This means to show up on time and to be committed. We have someone new on board Karina Davila the challenges is to fully train her on knowledge of preparing cold line and hotline.

General Updates

The Thanksgiving brunch was successful, college days as well. We are working hard every day to always do much better for everyone. Will be working a deep clean on our kitchen this time that our student are off campus and get ready for next week.

Budget

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

Aloha and Mahalo for your kokua!

Student Governance Association November 2015 Report: Ivan Chavez, SGA President

Strategic Goals

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

Key Performance Indicators

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

Challenges and Opportunities

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

General Update

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

Budget

SGA is clear of all debts with the Financial Office.

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

2015-2016 Strategic Goals

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

Progress on KPI's

The Enrollment Office has had a very busy and productive month. We had great results from the SPDYM Conference and from LABI Preview Days. Working together with our new Admissions Specialist William Mendoza and our Student Ambassador Team, we have shown much progress: 6 applicants are on provisional acceptance for Spring and Fall 2016, 13 pre-registered for LABI Preview day at the SPDYM Conference, 11 prospects from LABI Preview Days, have answered the call to ministry and to attend LABI College in the Spring or Fall of 2016. Total attendance of LABI Preview Days that have stayed the night: 26.

Challenges and Opportunities

The Enrollment Office has been working hard to keep the interest of all new prospects. We currently have 52 prospective students. The Admissions Specialist and Student Ambassadors have been constantly making calls and sending emails to all new and current prospects. We are working on ordering new promotional materials; a new concept that we will try out this year is to order USB flash drives, where we will upload the application and media to give out to prospective students. The Student Ambassadors have been trained and show great results in following up and connecting with future, potential students.

General Updates

In addition, the team has been working hard to promote at the SPDYM Conference and coordinating LABI Preview Days. This season is very busy for the enrollment office as we are getting ready for major events such as NPLAD Convention, and Colorado Convention. It is also our "hot season" to recruit new students for the spring semester. Major changes are happening in the Enrollment Office! As we continue to recruit and promote, we have set a goal to promote LABI's mascot, the bear, at all the events we will be attending.

Budget

We are within our budget.

Communications November 2015 Report: Josh Escandon, Chief Communications Officer

2015-2016 Strategic Goals

1. Create new apparel for upcoming conventions and events.
2. Successfully promote Fall Preview via flyers and social media post and countdown.
3. Market LABI at the SPDYM convention providing information on the school as well as promotional videos.
4. Create and updated Admissions View Book for prospective students to physically and virtually review for any questions they may have regarding LABI College.

Key Performance Indicators

In the month of November the Media and Communications department successfully created the LABI 2016 Promo video. This video has received positive feedback and has more “shares” on Facebook than any other post we have done in the year 2015. Another highlight is that our social media sites are averaging about one new follower a day.

Challenges and Opportunities

With the successful launching of our new apparel, we have sold at least half of what we ordered in shipment. We are excited to announce that we are looking into the purchase of new apparel that we have never done before.

General Update

Since the last communications report in October, the Media and Communications Department have accomplished a lot to effectively market LABI College, LATS, and Extensions. Other items that have been accomplished include: promoting LABI College’s Fall Preview, creating the new shirt design “God’s Calling: My Destiny”, and successfully promoted LABI at the SPDYM convention.

Budget

November 2015 LABI Campus Report

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

Alumni Association November 2015 Report: Joshua Escandon, Chief Communications Officer

Strategic Goals

1. Increase Alumni involvement via social media by updating content containing events that are happening on campus.
2. Encourage Alumni to bring their youth groups/churches to events such as “Fall Preview” and special Chapel services.
3. Connect with Alumni at SPDYM Convention updating them on what is new at LABI College.
4. Interview Sister Katie, the oldest LABI Alumni alive and publish on website.

Key Performance Indicators

The LABI Alumni Association brought in Sister Katie and interviewed her on what LABI was like back when she was a student. The ForeverLABI Team is currently processing the coverage on the interview and will be publishing the video live for a #ThrowbackThursday special edition.

Challenges and Opportunities

We hope to gain more involvement with our alumni via *snapchat*. With the help of this app, we will be able keep alumni updated with events that may not make it on main apps (Facebook, Instagram, Twitter). It has been challenging involving alumni with new apps (*snapchat*, *periscope*, and *ect.*) We hope to make the process easy for alumni to start following LABI on these new apps.

General Update

Since the last Alumni Association report, we have accomplished a lot to effectively reach former graduates of LABI. Other items that have been accomplished include: the launching of the very first “Throwback Thursday’s” Interview, and new updated apparel that alumni can purchase.

Budget

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



President's Cabinet Meeting

November 24th, 2015 (Postponed)

8:45am-10:00am

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

President's Cabinet Agenda

1. Welcome, Devotional, and Prayer (K. Baca)
2. SETEPEN Update (M. Harris)
3. MAPS and the Oddo's (M. Harris)
4. Enrollment Update (Weekly Reports/Events) (B. Alvarez)
5. Media and Communications Update (J. Escandon)
6. Academics Update: Extension Visits, Possible Programming Updates (A. Stenhouse)
7. Business and Finance Update: Current Status (R. Mora)
8. Student Affairs Update (R. Cerda/ E. Vega)
9. ABHE Accreditation update/ALO Update: Expectations (A. Stenhouse)
10. Off The Record (OTR) and Checking In.

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



President's Cabinet Meeting

November 10th, 2015 (Minutes)

8:45am-10:00am

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

President's Cabinet Minutes

1. Welcome, Devotional, and Prayer: K. Baca Provided the Prayer and Devotional
2. Executive Leadership Conference Update: Dr. Harris was able to connect with George Wood and 3-4 Presidents.
3. Grant Update from the Kern Foundation and Vanguard University: A 3-year proposal plan will be written and submitted to the Kern Foundation.
4. Enrollment Update (Weekly Reports/Events): With 9 new applicants, the admission team is "on-track" with its goal of 15 new students enrolled for spring 2016. LABI will have a booth at SPD Youth Conference to promote and recruit. New merchandise will be sold.
5. Media and Communications Update: New promo video was received well on social media. It will be played at the Youth Conference. Staff and faculty will begin to participate in the #BecauseofLABI campaign.
6. Academics Update: Extension Visits, Possible Programming Updates: A new 5-week model is being piloted for the Extensions program in Tijuana. Dr. Harris will visit and preach at Amistad Cristiana in TJ on Oct 23rd.
7. Business and Finance Update: Current Status: Projection of financials show that we are "within the boundaries." Year-end low is normal, and we will finish in the black.
8. Student Affairs Update: The office is building relationships with students. Continuing the smooth transition of the Dean of Student Affairs position.
9. ABHE Accreditation update/ALO Update: Compliance document is done, and being read over. Staff will help update/complete strategic planning 1-year and 4-year tables.

Next President's Cabinet Meeting: **November 24th, 2015 at 8:45am-10:00am**