



LABI Campus Monthly Report: Summer 2016 (June, July, August)

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 Summer 2016

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

LABI Kern Family Foundation Grant Update

Among many areas of progress include: a few private foundation grants. One was dedicated to the launch of several study centers across campus, launch of a new student union center, and a \$550,000 Kern Family Foundation grant to launch a new center for Hispanic Leadership-Dr. Jesse Miranda Center. On July 8th, we submitted an exhaustive report on our activities and on August 22th, 2016, we received our second payment for this year of \$124,000.

Pillars of Our Faith Campaign

Additionally, we took the time to recognize several pillars of our faith through some renovation projects, launch of the Hispanic Institute of Pentecostal Studies and Dr. Isaac Canales Preaching Center. As such a new campaign was launched and leaders from our past are being recognized publically, officially, and permanently in many ways through our campus and community. These include the naming of four study centers: Dr. George O. Wood, Dr. Max and Olympia Rossi, Dr. Vince, and Mikki Gil and the Dr. Augie Lopez Administration Building, Dr. Danny De Leon Sr., Student Union Center, Dr. Jesse Miranda Center, and Drs. George and Shalini Palill Enrollment Center.

Missions Scholarship Agreement Executed

This past spring (2016) Dr. Maximo Rossi, Jr., President of the Christian Evangelistic Association (CEA) and President Emeritus of Bethany University, signed a historic agreement with LABI College. Dr. Rossi has a heart and passion for missions and service and provided a generous donation of \$5000 to the College. Additionally, he established a scholarship process through CEA and with The LABI College Foundation to extend funding to LABI students who have an expressed interest in missionary work. Finally, Dr. Rossi would like to have a dedicated day focused on missions at LABI and promote evangelism throughout the world on this yearly event. Dr. Rossi and his wife Olympia have been champions for education, diversity and Hispanic initiatives their entire professional careers. Dr. Rossi was the first Latino President of an Assemblies of God University.

Title IX exemption granted from the U.S. Department of Education

On, July 29th, 2016, LABI College received official notification that its application for Title IX exemption has been granted by the U.S Department of Education. Within this three-page letter it reiterates/outlines the rationale for our original request for Title IX exemption back in September 2015. On page #3 paragraph #2 it states within the U.S. DoE letter...

"The College is exempt from these provisions to the extent that they prohibit discrimination on the basis of sexual orientation, gender identity, marital status, pregnancy, parental status, sex outside of marriage, and abortion and compliance would conflict with the controlling organization's religious tenets."

ABHE Accreditation Update

We are making great progress with our accreditation efforts, and ABHE progress report (August 30th, 2016). We are also making great progress in recognizing percentages in relation to property ownership with the district. Please review the details of the reports below including from department areas such as academics, enrollment, student life, library, pastoral house, and others.

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Summer 2016 Financial Report: Ruben Mora, Chief Financial Officer

Narrative Summary:

We had a major Guest Services contract over the summer which brought in great income. We have had steady income from the Extensions Department as well as LATS. There were a few students with pending debts going into the summer but, for the most part, payments have been secured. The current semester has started with students being awarded Work-study as well as a few other scholarships. Arrangements for this semester have been secured with all students. We prepare as well for the major Financial Audit with Mark Todhunter and Associates. Preparations are also underway for the Board Meeting on August 30th. The Jesse Miranda Center is preparing to fix the roof of its facility as well as sealing the deck adjacent to it.

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:

2016-2017 Strategic Goals

1. Keep LABI College under the 96% expense-to-income ratio in 2016-17 school year. Lower student numbers have created several financial challenges.
2. Manage resources to the end of the year to ensure finishing school year in the black.

Progress on KPI's

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

Budget: We continue to work on a limited budget.



Summer 2016 Academic Report:
Sara Lopez, Assistant Dean for Academic Support & Labi College
Registrar

Narrative Summary:

This summer the enrollment and academic department collaborated to promote the school, recruit new students, and communicate effectively with the returning students. Nehemias Romero, the Chief of Staff, and I worked on a project called “Lazarus.” The project consisted of calling and emailing students that did not return from previous years and semesters. We were able to go back from the years 2012-2016 and offer guidance on their academic standing, share with students possible opportunities, Institutional Aid, and many times prayer. From this project were able to retain 5 students that did not return from previous years.

The enrollment department and staff that assisted in the summer worked arduously to promote and recruit students and because of that today we are able to sow what was reaped! Registration was held on Wednesday through Friday, August 10-12th. Currently, Labi has a total enrollment of 53 students registered for fall semester 2016 of which 32 students are on campus and 21 are off campus. Also, 50 students are registered in the Associate Degree program and 3 students are Certificate students. Even though our retention decreased, we experienced a high number in new/first time enrolled students. This semester, 26 are new/first time students and 24 are returning students.

In addition, this semester Labi is offering 14 courses taught by 8 professors. A class ranges from 10 students (being the lowest class) to 35 students in class. As it pertains to my department, in the upcoming months I will be working along with students who are struggling with academics in particular with students who are in academic probation. We are constantly working to create support and opportunities to our students. We are looking forward to a successful semester. We trust in 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:

2016-2017 Strategic Goals

1. Registration.
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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Summer 2016 Library Report Rebekah Rossi, Assistant Dean of Academic Resources

Narrative Summary:

Over the summer, minor repairs to books have been made and certain stacks have been more intricately organized and cleaned, and the computer lab's bookshelves have been stained to match the new dark wood counters. The school's Mission, Vision, and Values have been posted in the Library, and Rossi held a cleaning day on 7/12 to ensure the library was in its best condition for prospective students. We have now reached 8,442 books entered into the libraryworld.com database, which is 1,701 more from the end of last semester, meaning we are 29% done with all collections housed within the library. Our Libraryworld.com annual subscription renewal was paid, and we are in the clear. Looking forward, inter-library loans are the next item of interest. Steve Valdez trained Rossi on 5/6 on 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 a relationship of borrowing resources. This may be a great way to supplement the Spanish section within our library. A change has also been made to a policy in the library: The front of the library is now the quiet zone, up until the newly-installed door entrance to the Writing Center, which will be a more collaborative space. Students are welcome to reserve this collaborative study room. This brings a safe study place for those in need of a monitored quiet zone. This, as well as more thorough checklists and front desk responsibilities, have been added to the training of Library Assistants to ensure a more professional atmosphere.



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

The Writing Center has provided the option for students to submit papers on-line for summer school, with two tutors available to help through email and Google Docs. This was implemented as a trial run, with intention to bring it into the Fall as an option for 2nd year students. However, due to few summer school students, this resource was not utilized. The face-to-face appointments prove to be necessary for most students in need of basic grammatical knowledge and will resume in the Fall, with the idea of online editing to be revisited among the Academic Cabinet at the close of summer classes. The Writing Center Manual has been updated and submitted publication on the LABI website. The tutor schedule is slowly filling as we await Student Workers and/or other volunteers. The tutor training has been updated and prepared for incoming tutors. Lastly, four workshops and associated dates have been chosen for the Fall, with one new addition on formatting: Aug. 22-25th: "Common Writing Mistakes", Sept. 12-15th: "MLA All the Way", Oct. 17-20th, "Conquering the Thesis Statement", and Nov. 7-10th: "Summarizing Made Simple". Each workshop will keep the same day-time-classroom schedule throughout the semester: Mondays, 11-12pm, Tuesdays, 4:00-5:00pm, Wednesdays, 9:00pm-10:00pm, and Thursdays, 6:00pm-7:00pm.

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

Narrative Summary:

We are in the process of starting the last quarter of the 2016 academic calendar. Our commitment as an academic institution is to provide biblical and theological education to the local Church; this moves us to continue this mission which correlates with the mission of God to the world.

In this regard, 90% of the extension sites have operated regularly. The remaining extensions have scheduled classes, however, their work has decreased over the summer. This is due to several factors such as; financial situations, summer holidays, and the schedule of activities in their local churches, etc.

In the Rocky Mountain District, we have established a regional coordination under the leadership of Pastor Manuel Aguirre. This year we have opened four new extensions in the cities of Denver, Loveland, Greeley, and Longmont all in the State of Colorado.

In the beginning of September 2016, we will be opening a new extension in Austin, Texas. Pastor Francisco Colop will be coordinating this effort.

In our La Puente campus, we are working to establish a stable and fruitful extension. This summer we implemented Tuesday classes. Both of our Monday and Tuesday classes are being transmitted through our online extension. We are thankful to God we have a total of sixty students.

In regards to the revenue goal of 2016, we have reached 45%.

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:

2016-2017 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. 90% of the extensions are fully operating.
2. Six new extensions have begun this year and are fully operating.
3. Our online extension program is fully operating.

Budget: According to the 2016 revenue goal, to date we have reached 45%.

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Summer 2016 Student Life Report:

Eli Vega, Dean of Student Affairs

Alan Guzman/Rosemary Miramontes, Assistance Residence Directors

Narrative Summary:

Throughout the summer months of June, July and August, the Student Life team expanded, and prepared the campus for the arrival of the Fall 2016 students. Two Assistant Resident Directors were added to the Student Life Team to bring more strength and help to the Dean of Students. With a male and female Assistant Residence Director, LABI can now reach the student body more effectively.

Furthermore, throughout these summer months, the team focused on preparing the campus, as well as the manuals, policies, and procedures. Plus, The Student Life Committee met to discuss and plan ways to make Residence Life at LABI College better. Also, most, if not all, of the students manuals and procedures were revised and updated based on the previous semesters' observations. Rules and regulations were made clearer along with ways the students can approach the staff at LABI College. In addition to the manual revisions, we were able to paint the study rooms and men's hall, giving it a fresh and updated feel. Comments from the students have reaffirmed that the paint jobs gave the campus a cleaner and more studious feel. Ensuring that the campus was clean and suitable for our students was also a top priority.

Upon the arrival of the students, The Student Life Team and the Student Leadership Team prepared a week of games, events, and times of connection to create a welcoming environment for both new and returning students. Welcome week, weekly devotionals, Thursday Family Game Nights, Beach Day and many other activities are being implemented this semester to help establish a unified student body. So far, our semester has had a phenomenal start.

2016-2017 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.) Girl's and Guy's Weekly devotionals have been established.
- 2.) A consistent day a week has been set for student connection.
- 3.) All dormitories halls and study rooms have received a new coat of paint.
- 4.) Most fire extinguishers have been inspected and placed in populated areas.
- 5.) 2 Assistant Residents Directors (male and female) are fully involved and present

Budget: We are below our approved spending budget.

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

Narrative Summary

What an amazing and full summer the Spiritual Formation office had! I got the privilege over the summer to team up with the admissions office to recruit more students for our lovely LABI College. In the first week of the summer I was in charge of booking as many churches as I could for us to go to and share about our school. I was able to book over 20 churches for us to attend in just a month and a half's time. This meant that at times some of my coworkers and I were preaching up to three times a week so that we can promote the school. I also got to attend several youth rally's to promote at, as well as the NPLAD District Council. Most weeks I only got to be home for 2 or 3 days before I had to leave to minister somewhere else but it was well worth it to see such a strong 1st year class.

When I was not traveling for the school I was doing many things to improve my office. Such as creating weekly chapel themes and booking speakers for our new semester. This semester we will be bringing back Spiritual Emphasis week. Providing both day and night services. This was such a strong tradition at one time here on campus and we are thrilled to bring it back. We have many great speakers' lined up for Spiritual Emphasis week as well as our chapels each week. This semester we also will be teaming up with the Dr. Jessie Miranda Center to celebrate Hispanic Heritage Month.

During the summer we also meet once again for our Student Life Committee meetings. It was a blessing to meet Sister Naomi Cox and other great board members. I am looking forward to working together as we all strive to make our great school even greater! The new semester is here and we are already seeing God move! God is good!

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:

2016-2017 Strategic Goals

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

Progress on KPI's

1. Weekly themes have been incorporated into our chapel themes.
2. More prayer options have been added so that students have more opportunities to seek God. Including a curfew prayer from 11:00pm-11:30pm. It is a convenient time for students.
3. Students are coming together to seek God and build unity.

Budget: We have offerings/donations that were brought in through the summer touring team but are not being utilized at the moment.

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Summer 2016 Enrollment Report:
Eli Vega, Chief Enrollment Officer
William Mendoza, Admissions Specialist

Narrative Summary:

Prior to unfolding our summer recruitment initiative plan, a comparative analysis of the last 6 fall semesters was conducted and thus based on an year over year comparative analysis data we learned that the average enrollment number for this fall semester 2016 would be 91 students. We also looked at our returning student body enrollment retention rates to learn how many returning students were actually going to return and register. Although a total of 40 returning students were found eligible to register for this fall semester 2016, based on our spring-to-fall retention rate of (70%), we projected that only 28 returning students were actually going to return. This meant that we needed 63 new students to meet our goal of 91 FTE students ($91 - 28 = 63$). However, understanding our applicant-to-enrollee conversion factor of (36%), we also realized that we needed about 175, 100% completed applications to meet our new student enrollment goal of 63 new students, and thus giving us a total of 91 students, when you add the returning student body of 28.

A complete overhaul of the enrollment office occurred over the summer and a new Admissions Director was put in charge. At that time in June, only 4 applications were found 100% completed out 175 that were required. We immediately summoned the help of multiple staff members (K. Baca, S. Lopez, N. Romero, J. Escandon, E. Vega, W. Mendoza, A. Guzman, and R. Miramontes) and temporary relocated the enrollment office into the Student Union Center with the purpose of providing more adequate space for all 8 staff members to work on recruiting new and returning students. Collectively, we set a goal for 11 weeks (the amount of weeks we had left until school started) of completing 16 new student applications (100% completed) per week. Doing so would help us get 175 completed applications and thus leave us with about 63 new students when factoring in our conversion rate of 36%. We quickly learned, that it was taking us longer than expected to get completed applications at 100% completion rate (online application, personal testimony, pastoral reference, and official H.S./college transcripts), a result of the spring semester inconsistencies and communication with prospective students. So we quickly realized we needed to first work on changing and restoring our customer centricity by making multiple follow up phone call and emails. On an average day there were 4-7 staff members in the Student Union Center a.k.a. "War room" each strategically focusing their energy on a specific category of students or projects (The Lazarus project, Summer tour bookings, social media marketing campaigns, institutional aid support, and new or returning follow ups). On an average day 70-100 phone calls are made, emails are being answered and sent with key information to all prospective students, completed applicants, returning students, pastors, districts and churches. Incentives, work-study and multiple scholarships were promoted to all students, while visiting over 30 churches this summer. Relevant and efficient flyers, videos and announcements/ advertisements were created, averaging 3 post on social media per day. This would help keep our followers informed, engaged and well connected with our beloved LABI College. With the amount of time given and limited resources we did everything we could as a team during this summer on top of our regular job duties. We are still recruiting students until the end of this month and will provide a final student head in our full board report.

2016-2017 Strategic Goals:

1. To increase the quality and quantity of students by recruiting those who are an institutional fit.
2. To collect and evaluate data, general admissions requirements, and procedures of the admissions office on consistent and uniform based.
3. To ensure that information and services are available in a timely and accurate fashion
4. To enhance the operational effectiveness of the admissions office

Progress on KPI's:

1. Traveled to over 30 churches to promote and recruit over the summer.
2. Attended 3 AG Districts councils (SWD, NPLAD, and SPD)
3. Received, 65 new interested cards and 20 new applications online during the summer
4. Averaged, 2.8 completed applications from late June to August.
5. Working on a new School website 65% done
6. Remolded our admissions office and build in user-friendly computer for prospectives to apply on the spot.

Budget: We are on below our approved spending budget.

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Summer 2016 Communications Report: Joshua Escandon, Chief Communications Officer

Narrative Summary:

Throughout the summer the Marketing Department has been working closely with the Enrollment department to help promote and recruit students for the Fall 2016 semester. In the month of June our department released a new LABI College promo video titled, “We Are Your College”. This video included information about academics, student to faculty ratio, and campus life. The Marketing Department purchased a two week Facebook “Boost Post” that allowed our video to reach over 10,000 people, receive 256 likes, and 120 shares. Shortly after, the video was translated into Spanish and was promoted on all of our social media accounts. As the summer went on we created many digital and physical flyers to help promote the college. For example, we created a new cover photo on our Facebook titled, “A legacy of Difference makers”.

As the Admissions team traveled around California on their Summer Ministry Tour, the Marketing team worked to the best of our abilities to help promote every church event LABI College would be attending. In order to make sure our event was promoted properly, we created flyers to share via email, Facebook, and Twitter promoting each event’s location, time, and speaker. This was a great strategy, as we saw churches repost our promotional flyer onto their own social media accounts and websites.

The Marketing Department has been working on the new LABI College website made from wix.com. After long discussion, we have decided to revamp our school website completely. Our goal is to have the website completed by October 2016. We have also worked with the admissions team to create and promote the “You Can Book Me” tab on our website that allows interested students to book an appointment with an admissions specialist on a booking calendar.

As the Fall semester begins, the we are excited to start promoting new events that will be happening during the school year. Our biggest task thus far is the reasonability of created photo murals as we continue the *Pillars of Our Faith Campaign*.

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:

2016-2017 Strategic Goals

1. Revamp of the LABI College website (50% Completed).
2. Reach 7,000 followers via Facebook.
3. Successfully reach the majority of LABI Alumni of all years.

Progress on KPI’s

1. This summer our Facebook page has reached over 30,000+ people.
2. Our Facebook page is averaging one new like a day.
3. Our videos for this month have received 10,000 new views

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

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President's Cabinet Meeting-Extended

June 14th, 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. Presidential Update (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 28th, 2016 at 9:00am-10:15am (Postponed)**



President's Cabinet Meeting-Extended

May 31th, 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.O.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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