

**MISSION-WEST VALLEY LAND CORPORATION  
BOARD OF DIRECTORS**

(It is noted that all members of the Board of Trustees of the West Valley-Mission Community College District are members of this Board and all or a majority of the Trustees may be in attendance at this meeting)

**NOTICE OF REGULAR MEETING and AGENDA**

**February 18, 2014**

**4:30 p.m.**

Campus Center, Room 219

Mission College

Santa Clara, California

1. **Call to order/Roll Call**
2. **Approval of the order of the agenda**
3. **Oral communications from the public on items not listed elsewhere on the agenda**
4. **Approval of the minutes of the meeting of November 19, 2013**
5. **Approval of the minutes of the meeting of December 10, 2013**
6. **Officers' Report**

This item may include a report on matters not noticed elsewhere on the agenda. The report may include information regarding the status of the Land Corporation's ground tenants, construction and/or the general business of the Land Corporation.

7. **Closed Session and possible direction to negotiators**

Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: 2811-2821 Mission College Blvd., leased to Sobrato Development Companies and successors in interest SI 27, LLC, a California Limited Liability Company and SI 29, LLC, a California Limited Liability Company and further subleased to other entities and located on Mission College Boulevard, Santa Clara, CA concerning issues related to a request from our tenant to consider an adjustment to the valuation schedule under the sub-ground leases.

Negotiators: Mark Perlberger and Alan Gennis

Negotiating Parties: Sobrato Development Companies, SI 27, LLC, and SI 29, LLC, and the Land Corporation

**8. Report of action taken in Closed Session**

**9. Possible action to amend the current fiscal year budget to transfer the FY 12/13 amount of \$429,609 to the Endowment Fund/Advancement Foundation**

This item may include review, consideration and possible action as described above as well as a presentation from the Foundation.

**10. Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of November 30, 2013**

This item may include review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of November 30, 2013.

**11. Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of December 31, 2013**

This item may include review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of December 31, 2013.

**12. Review, consideration and possible action to approve funding for Scheduled Maintenance in Land Corporation fiscal year 2013-2014**

This item includes a request for funding of Scheduled Maintenance in the total amount of \$184,806.

**13. Possible action to approve a one-time allocation of \$200,000 in funding for a Classification Study for all employee groups in the 2014-15 Land Corporation Fiscal Year**

This item may include possible action to approve a one-time allocation of \$200,000 in funding for a Classification Study for all employee groups in the 2014-15 Land Corporation Fiscal Year.

**14. Review, consideration and possible action to enter into a contract for accounting services with Jerry Donnard**

This item may include review, consideration and possible action as described above.

**15. Review, consideration and possible action to enter into a contract for legal counsel with Coblenz Patch Duffy & Bass, LLP**

This item may include review, consideration and possible action as described above.

**16. Review, consideration and possible action regarding a Conflict Waiver with Atkinson, Andelson, Loya, Ruud & Romo**

This item may include review, consideration and possible action as described above.

**17. Review, consideration and possible action to enter into a contract for legal counsel with Atkinson, Andelson, Loya, Ruud & Romo**

This item may include review, consideration and possible action as described above.

**18. Review, consideration and possible action regarding the continuation of Johanson & Yau to conduct the annual, fiscal year-end audit of the financial activities, records and books of the Land Corporation through June 30, 2015**

This item may include review, consideration and possible action to continue Johanson & Yau to conduct the annual, fiscal year-end audit of the financial activities, records and books of the Land Corporation through June 30, 2015.

**19. Request for Proposal for Asset Management Consultant**

This item may include review, consideration and possible action to consider timeline, selection process and director involvement in the RFP for asset management consultant.

**20. Director's Reports**

**21. Adjournment**

**MISSION-WEST VALLEY LAND CORPORATION**

Board of Directors

Regular Meeting

Minutes

November 19, 2013

A regular meeting of the Board of Directors of the Mission-West Valley Land Corporation was called to order by President Polk at 5:00 p.m. in the Campus Center, Room 219, Mission College, Santa Clara CA

**Directors present:** Owens, Polk, Heimlich, Walsh, Watanabe, Lucas and Grey (arrived 5:10)  
Ex-Officio's Davis and Schmitt, Maduli

**Directors absent:**

**Others present:** Perlberger

**1. Call to order/Roll Call**

**2. Approval of the order of the agenda**

There was a motion by Owens, seconded by Lucas, to "approve the order of the agenda as presented." The motion carried unanimously (6-0, with Grey absent and not voting).

**3. Oral communications from the public on items not listed elsewhere on the agenda**

None.

**4. Approval of the minutes of the meeting of October 15, 2013**

There was a motion by Owens, seconded by Walsh, to "approve the minutes as presented." The motion carried unanimously (6-0, with Grey absent and not voting).

**5. Consultant's Report**

Consultant updated the Board on the status of tenant and subtenant activities and matters and the status of the filing of the Corporation's tax return.

**6. Closed Session and possible direction to negotiators**

Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: 2811-2821 Mission College Blvd., leased to Sobrato Development Companies and successors in interest SI 27, LLC, a California Limited Liability Company, and SI 29, LLC, a California Limited Liability Company and further subleased to other entities and located on Mission College Blvd., Santa Clara, CA, concerning issues related to a request from our tenant to consider an adjustment to the valuation schedule under the sub-ground leases.

Negotiators: Mark Perlberger and Alan Gennis

Negotiating Parties: Sobrato Development Companies, SI 27, LLC, and SI 29, LLC, and the Land Corporation

**7. Report of action taken in Closed Session**

The negotiators received direction.

**8. Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of October 31, 2013**

There was a motion by Walsh, seconded by Owens, to "accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of October 31, 2013." The motion carried unanimously (7-0).

**9. A report from the Bylaws and Operations Review Committee regarding its progress on reaching a recommendation on specific revisions to the bylaws of the Corporation**

See next item as these two agenda items were discussed together.

**10. A report and discussion regarding the Bylaws and Operations Review Committee's action to recommend certain changes to corporate policy regarding the management of the Corporation's assets and the make-up of its corporate officers**

Potential revisions to the bylaws were discussed as were the Committee's process. There was also discussion of the Committee's action to recommend to the full Board that it elect the Vice Chancellor/CFO of the District (Maduli) as the Corporation's Secretary and Treasurer and that the Treasurer's duties include making a recommendation to the Board for the engagement of competent individuals or entities to manage the real property assets of the Corporation.

Maduli expressed his belief that he and his staff were well suited and well prepared to accept these responsibilities. The Board discussed its intent to make said changes effective at its next meeting.

11. **A report from the Bylaws and Operations Review Committee regarding its progress in arriving at a recommendation to the full Board of a policy, a procedure, and an RFP form for the procurement of consulting services pertaining to the Corporation's real property assets**

There was a brief update explaining that this task was ongoing with Maduli taking the lead. It is anticipated that a full report will be made at the February Board Meeting.

12. **Director's Reports**

13. **Adjournment**

**MISSION-WEST VALLEY LAND CORPORATION**

Board of Directors

Regular Meeting

Minutes

December 10, 2013

A regular meeting of the Board of Directors of the Mission-West Valley Land Corporation was called to order by President Polk at 5:45 p.m. in the Board Room, West Valley College, Saratoga, California

**Directors present:** Owens, Polk, Lucas, Watanabe  
Ex-Officio's Schmitt

**Directors absent:** Grey, Heimlich, Walsh

**Others present:** Maduli

**1. Call to order/Roll Call**

**2. Approval of the order of the agenda**

There was a motion by Owens, seconded by Lucas, to "approve the order of the agenda as presented." The motion carried unanimously (4-0, with Grey, Heimlich and Walsh absent and not voting).

**3. Oral communications from the public on items not listed elsewhere on the agenda**

None.

**4. Election of Corporate Officers to serve for 2014**

There was motion by Lucas, seconded by Owens, to "nominate Walsh for President." The motion carried unanimously (4-0, with Grey, Heimlich and Walsh absent and not voting).

There was motion by Polk, seconded by Lucas, to "nominate Watanabe for Vice President." The motion carried unanimously (4-0, with Grey, Heimlich and Walsh absent and not voting).

There was a motion by Polk, seconded by Lucas, to “nominate Maduli as Secretary and Treasurer.” The motion carried unanimously (4-0, with Grey, Heimlich and Walsh absent and not voting).

**5. Adjournment**

The meeting was adjourned at 5:49 p.m. by President Polk.



February 18, 2014

To: Board of Directors  
Mission-West Valley Land Corporation

From: Jerry Donnard  
Bookkeeper

Subject: Financial Statements

Attached are the financial statements for November 30, 2013 and December 31, 2013.

Please refer to the footnotes for any unusual or unexpected fluctuations in the Monthly or Year-to-Date expenses.

Please contact the Vice Chancellor or me if there are any questions regarding the statements.

**Mission West Valley Land Corporation**  
**Statement of Revenues, Expenses and Changes in Fund Balance**  
**Budget vs Actual**

*As of November 30, 2013*

	<b>Budget (Col A)</b>	<b>Current Month (Col B)</b>	<b>Year to date Actual (Col C)</b>
<b>Revenues</b>			
<b>Ground Lease Revenues</b>			
<i>LAKHA Properties</i>	\$ 950,000	\$ 79,167	\$ 395,833
<i>Sobrato/S-3: Phase I</i>	1,077,300	89,100	445,500
<i>Sobrato/S3: Phase II</i>	1,450,204	108,159	540,795
<i>Quality Technology</i>	1,144,405	95,367	476,836
<i>General Interest Revenue</i>	20,000	\$ -	\$ 5,934
<b>Gross Revenue</b>	<b>\$ 4,641,910</b>	<b>\$ 371,793</b>	<b>\$ 1,864,898</b>
<b>Expenses:</b>			
<b>Administrative and Operating Expenses</b>			
<i>Audit &amp; Tax Preparation Services</i>	\$ 15,000	\$ -	\$ 10,000
<i>Office Supplies</i>	500		160
<i>Property Taxes</i>	530	518	518
<i>Legal Fees</i>	60,000	-	37,596
<i>Financial Services</i>	7,000	270	1,958
<i>Executive Director/Project Manager</i>	84,000	7,000	35,000
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,155,477	-	278,845
<b>Total Administrative and Operating Expenses</b>	<b>\$ 1,322,507</b>	<b>\$ 7,788</b>	<b>\$ 364,077</b>
<b>Scheduled Maintenance</b>			
<i>12/13 Scheduled Maintenance</i>	313,165	\$ -	\$ 116,247
<b>Total Scheduled Maintenance Expenses</b>	<b>\$ 313,165</b>	<b>\$ -</b>	<b>\$ 116,247</b>
<b>Other Expenses</b>			
<i>District 2013-2014 Budget Support</i>	1,500,000	\$ -	\$ 1,500,000
<b>Total Other Expenses</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b>Excess of Revenues Over Expenses Before Special Project Expenses</b>			
	<b>\$ 1,506,237</b>	<b>\$ 364,005</b>	<b>\$ (115,426)</b>
<b>Special Projects Ongoing</b>			
<i>District Instruction and Student Services Programs</i>	\$ 1,500,000	\$ -	\$ 1,500,000
<i>MC Center for Innovation &amp; Technology (MC2IT)</i>	250,000	-	250,000
<b>Total Special Projects Expenses</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ 1,750,000</b>
<b>Excess of Revenues Over Expenses</b>			
	<b>\$ (243,763)</b>	<b>\$ 364,005</b>	<b>\$ (1,865,426)</b>
<b>Current Year Contributions to Endowment Fund</b>			
<i>Assignment of Interest to Endowment</i>	\$ 462,191		
	1,263		
<b>Total 13-14 Endowment Contribution</b>	<b>\$ 463,454</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess of Revenues Over Expenses and Endowment</b>			
	<b>\$ (707,217)</b>	<b>\$ 364,005</b>	<b>\$ (1,865,426)</b>

## Statement of Changes in Fund Balance

Statement of Revenues  
and Expenses From June  
30, 2013

<b>Net Assets June 30, 2013</b>	<b>\$ 8,922,236</b>
<b>less Amortization of Prepaid Expenses</b>	<b>\$ 14,977</b>
	<b>\$ 8,907,259</b>

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 814,750
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 607,756
Contingency Reserve	\$ 1,500,000
Undesignated Fund Balance	\$ 5,968,051

<b>Excess of Revenues over Expenses in 13-14</b>	<b>\$ (243,763)</b>
<b>less Amortization of Prepaid Expenses</b>	<b>\$ 14,977</b>
<b>Projected net increase in fund balance</b>	<b>\$ (258,740)</b>

### Transfer of Endowment to Adv. Foundation

<b>Projected Net Assets June 30, 2014</b>	<b>\$ 8,648,519</b>
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Restrictions and Designations of Net Assets	
Endowment Fund	\$ 853,883
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 592,779
Contingency Reserve	\$ 1,500,000
Undesignated Fund Balance	\$ 5,685,155

### Current Month Cash Balance:

Month End Checking Acct Balance	\$ 378,192
Month End LAIF Acct Balance	\$ 6,589,452

### Previous Month Cash Balance:

Month End Checking Acct Balance	\$ 14,322
Month End LAIF Acct Balance	\$ 6,589,452

**Schedule for  
Restriction on reserves for endowment  
effective 6/30/00**

	Contributions	Additions/ Interest	Cumulative Balance	LAIF interest rate	Endowment Transfers
Jun 2000					
Beginning Balance	\$325,450				
Sep 2000		\$5,264	\$330,714	6.47% Actual	
Dec 2000		\$5,391	\$336,105	6.52% Actual	
Mar 2001		\$5,176	\$341,281	6.16% Actual	
Jun 2001		\$4,539	<b>\$345,820</b>	5.32% Actual	
Sep 2001		\$3,865	\$349,684	4.47% Actual	
Dec 2001		\$3,077	\$352,762	3.52% Actual	
Mar 2002		\$2,610	\$355,372	2.96% Actual	
Jun 2002	\$372,772	\$2,443	<b>\$730,587</b>	2.75% Actual	\$11,995
Sep 2002		\$4,804	\$735,391	2.63% Actual	
Dec 2002		\$4,247	\$739,638	2.31% Actual	
Mar 2003		\$3,661	\$743,299	1.98% Actual	
Jun 2003	\$402,746	\$3,289	<b>\$1,149,334</b>	1.77% Actual	\$16,001
Sep 2003		\$4,684	\$1,154,018	1.63% Actual	
Dec 2003		\$4,501	\$1,158,518	1.56% Actual	
Mar 2004	\$332,912	\$4,258	\$1,495,688	1.47% Actual	
Jun 2004	\$357,445	\$5,384	<b>\$1,858,517</b>	1.44% Actual	\$18,826
Sep 2004		\$7,759	\$1,866,277	1.67% Actual	
Dec 2004		\$9,331	\$1,875,608	2.00% Actual	
Mar 2005		\$11,160	\$1,886,768	2.38% Actual	
Jun 2005	\$358,231	\$13,443	<b>\$2,258,442</b>	2.85% Actual	\$41,694
Sep 2005		\$17,955	\$2,276,397	3.18% Actual	
Dec 2005		\$20,658	\$2,297,055	3.63% Actual	
Mar 2006		\$23,143	\$2,320,198	4.03% Actual	
Jun 2006	\$381,977	\$26,276	<b>\$2,728,451</b>	4.53% Actual	\$88,032
Sep 2006		\$33,628	\$2,762,079	4.93% Actual	
Dec 2006		\$35,286	\$2,797,365	5.11% Actual	
Mar 2007		\$36,156	\$2,833,521	5.17% Actual	
Jun 2007	\$426,809	\$37,048	<b>\$3,297,378</b>	5.23% Actual	\$142,118
Sep 2007		\$43,196	\$3,340,574	5.24% Actual	
Dec 2007		\$41,423	\$3,381,997	4.96% Actual	
Mar 2008		\$35,342	\$3,417,339	4.18% Actual	
Jun 2008	\$440,632	\$26,570	<b>\$3,884,540</b>	3.11% Actual	\$146,530
Sep 2008		\$26,900	\$3,911,441	2.77% Actual	
Dec 2008		\$24,838	\$3,936,278	2.54% Actual	
Mar 2009		\$18,796	\$3,955,074	1.91% Actual	6/18/2009
Jun 2009	\$450,341	\$14,930	<b>\$535,806</b>	1.51% Actual	<b>\$3,884,540</b>
Sep 2009		\$1,206	\$537,011	0.90% Actual	
Dec 2009		\$806	\$537,817	0.60% Actual	2/1/2010
Mar 2010		\$753	\$2,764	0.56% Actual	<b>\$535,806</b>
Jun 2010	\$458,214	\$4	<b>\$460,982</b>	0.56% Actual	\$2,768
Sep 2010		\$588	\$461,569	0.51% Actual	10/15/2010
Dec 2010		\$531	\$1,118	0.46% Actual	<b>\$460,982</b>
Mar 2011		\$1	\$1,119	0.51% Actual	
Jun 2011	\$423,201	\$1	<b>\$424,321</b>	0.48% Actual	\$1,121
Sep 2011		\$403	\$424,724	0.38% Actual	
Dec 2011		\$403	\$425,127	0.38% Actual	
Mar 2012		\$404	\$425,531	0.38% Actual	
Jun 2012	\$383,546	\$383	<b>\$809,461</b>	0.36% Actual	\$1,593
Sep 2012		\$708	\$385,849	0.35% Actual	9/7/2012
Dec 2012		\$309	\$386,157	0.32% Actual	<b>\$424,321</b>
Mar 2013		\$270	\$386,428	0.28% Actual	
Jun 2013	\$428,090	\$232	<b>\$814,750</b>	0.24% Actual	\$1,519
Sep 2013		\$530	\$390,959	0.26% Actual	
Dec 2013		\$244	\$391,203	0.25% Estimate	
Mar 2014		\$245	\$391,448	0.25% Estimate	
Jun 2014	\$462,191	\$245	<b>\$853,883</b>	0.25% Estimate	\$1,263

**Mission West Valley Land Corporation**  
**Statement of Revenues, Expenses and Changes in Fund Balance**  
**Budget vs Actual**

*As of December 31, 2013*

	<b>Budget (Col A)</b>	<b>Current Month (Col B)</b>	<b>Year to date Actual (Col C)</b>
<b>Revenues</b>			
<b>Ground Lease Revenues</b>			
<i>LAKHA Properties</i>	\$ 950,000	\$ 79,167	\$ 475,000
<i>Sobrato/S-3: Phase I</i>	1,077,300	89,100	534,600
<i>Sobrato/S3: Phase II</i>	1,450,204	108,159	648,954
<i>Quality Technology</i>	1,144,405	95,367	572,203
<i>General Interest Revenue</i>	20,000	\$ -	\$ 5,934
<b>Gross Revenue</b>	<b>\$ 4,641,910</b>	<b>\$ 371,793</b>	<b>\$ 2,236,691</b>
<b>Expenses:</b>			
<b>Administrative and Operating Expenses</b>			
<i>Audit &amp; Tax Preparation Services</i>	\$ 15,000	\$ 2,500	\$ 12,500
<i>Office Supplies</i>	500		160
<i>Property Taxes</i>	530		518
<i>Legal Fees</i>	60,000	1,750	39,346
<i>Financial Services</i>	7,000	248	2,205
<i>Executive Director/Project Manager</i>	84,000	7,000	42,000
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,155,477	-	278,845
<b>Total Administrative and Operating Expenses</b>	<b>\$ 1,322,507</b>	<b>\$ 11,498</b>	<b>\$ 375,574</b>
<b>Scheduled Maintenance</b>			
<i>12/13 Scheduled Maintenance</i>	313,165	\$ -	\$ 116,247
<b>Total Scheduled Maintenance Expenses</b>	<b>\$ 313,165</b>	<b>\$ -</b>	<b>\$ 116,247</b>
<b>Other Expenses</b>			
<i>District 2013-2014 Budget Support</i>	1,500,000	\$ -	\$ 1,500,000
<b>Total Other Expenses</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b>Excess of Revenues Over Expenses Before Special Project Expenses</b>			
	<b>\$ 1,506,237</b>	<b>\$ 360,295</b>	<b>\$ 244,870</b>
<b>Special Projects Ongoing</b>			
<i>District Instruction and Student Services Programs</i>	\$ 1,500,000	\$ -	\$ 1,500,000
<i>MC Center for Innovation &amp; Technology (MC2IT)</i>	250,000	-	250,000
<b>Total Special Projects Expenses</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ 1,750,000</b>
<b>Excess of Revenues Over Expenses</b>			
	<b>\$ (243,763)</b>	<b>\$ 360,295</b>	<b>\$ (1,505,130)</b>
<b>Current Year Contributions to Endowment Fund</b>			
<i>Assignment of Interest to Endowment</i>	\$ 462,191		
	1,263		
<b>Total 13-14 Endowment Contribution</b>	<b>\$ 463,454</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess of Revenues Over Expenses and Endowment</b>			
	<b>\$ (707,217)</b>	<b>\$ 360,295</b>	<b>\$ (1,505,130)</b>

## Statement of Changes in Fund Balance

Statement of Revenues  
and Expenses From June  
30, 2013

<b>Net Assets June 30, 2013</b>	<b>\$ 8,922,236</b>
<b>less Amortization of Prepaid Expenses</b>	<b>\$ 14,977</b>
	<b>\$ 8,907,259</b>

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 814,750
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 607,756
Contingency Reserve	\$ 1,500,000
Undesignated Fund Balance	\$ 5,968,051

<b>Excess of Revenues over Expenses in 13-14</b>	<b>\$ (243,763)</b>
<b>less Amortization of Prepaid Expenses</b>	<b>\$ 14,977</b>
<b>Projected net increase in fund balance</b>	<b>\$ (258,740)</b>

### Transfer of Endowment to Adv. Foundation

<b>Projected Net Assets June 30, 2014</b>	<b>\$ 8,648,519</b>
Restrictions and Designations of Net Assets	
Endowment Fund	\$ 853,883
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 592,779
Contingency Reserve	\$ 1,500,000
Undesignated Fund Balance	\$ 5,685,155

### Current Month Cash Balance:

Month End Checking Acct Balance	\$ 369,715
Month End LAIF Acct Balance	\$ 6,962,452

### Previous Month Cash Balance:

Month End Checking Acct Balance	\$ 378,192
Month End LAIF Acct Balance	\$ 6,589,452

**Schedule for  
Restriction on reserves for endowment  
effective 6/30/00**

	Contributions	Additions/ Interest	Cumulative Balance	LAIF interest rate	Endowment Transfers
Jun 2000					
Beginning Balance	\$325,450				
Sep 2000		\$5,264	\$330,714	6.47% Actual	
Dec 2000		\$5,391	\$336,105	6.52% Actual	
Mar 2001		\$5,176	\$341,281	6.16% Actual	
Jun 2001		\$4,539	<b>\$345,820</b>	5.32% Actual	
Sep 2001		\$3,865	\$349,684	4.47% Actual	
Dec 2001		\$3,077	\$352,762	3.52% Actual	
Mar 2002		\$2,610	\$355,372	2.96% Actual	
Jun 2002	\$372,772	\$2,443	<b>\$730,587</b>	2.75% Actual	\$11,995
Sep 2002		\$4,804	\$735,391	2.63% Actual	
Dec 2002		\$4,247	\$739,638	2.31% Actual	
Mar 2003		\$3,661	\$743,299	1.98% Actual	
Jun 2003	\$402,746	\$3,289	<b>\$1,149,334</b>	1.77% Actual	\$16,001
Sep 2003		\$4,684	\$1,154,018	1.63% Actual	
Dec 2003		\$4,501	\$1,158,518	1.56% Actual	
Mar 2004	\$332,912	\$4,258	\$1,495,688	1.47% Actual	
Jun 2004	\$357,445	\$5,384	<b>\$1,858,517</b>	1.44% Actual	\$18,826
Sep 2004		\$7,759	\$1,866,277	1.67% Actual	
Dec 2004		\$9,331	\$1,875,608	2.00% Actual	
Mar 2005		\$11,160	\$1,886,768	2.38% Actual	
Jun 2005	\$358,231	\$13,443	<b>\$2,258,442</b>	2.85% Actual	\$41,694
Sep 2005		\$17,955	\$2,276,397	3.18% Actual	
Dec 2005		\$20,658	\$2,297,055	3.63% Actual	
Mar 2006		\$23,143	\$2,320,198	4.03% Actual	
Jun 2006	\$381,977	\$26,276	<b>\$2,728,451</b>	4.53% Actual	\$88,032
Sep 2006		\$33,628	\$2,762,079	4.93% Actual	
Dec 2006		\$35,286	\$2,797,365	5.11% Actual	
Mar 2007		\$36,156	\$2,833,521	5.17% Actual	
Jun 2007	\$426,809	\$37,048	<b>\$3,297,378</b>	5.23% Actual	\$142,118
Sep 2007		\$43,196	\$3,340,574	5.24% Actual	
Dec 2007		\$41,423	\$3,381,997	4.96% Actual	
Mar 2008		\$35,342	\$3,417,339	4.18% Actual	
Jun 2008	\$440,632	\$26,570	<b>\$3,884,540</b>	3.11% Actual	\$146,530
Sep 2008		\$26,900	\$3,911,441	2.77% Actual	
Dec 2008		\$24,838	\$3,936,278	2.54% Actual	
Mar 2009		\$18,796	\$3,955,074	1.91% Actual	6/18/2009
Jun 2009	\$450,341	\$14,930	<b>\$535,806</b>	1.51% Actual	<b>\$3,884,540</b>
Sep 2009		\$1,206	\$537,011	0.90% Actual	
Dec 2009		\$806	\$537,817	0.60% Actual	2/1/2010
Mar 2010		\$753	\$2,764	0.56% Actual	<b>\$535,806</b>
Jun 2010	\$458,214	\$4	<b>\$460,982</b>	0.56% Actual	\$2,768
Sep 2010		\$588	\$461,569	0.51% Actual	10/15/2010
Dec 2010		\$531	\$1,118	0.46% Actual	<b>\$460,982</b>
Mar 2011		\$1	\$1,119	0.51% Actual	
Jun 2011	\$423,201	\$1	<b>\$424,321</b>	0.48% Actual	\$1,121
Sep 2011		\$403	\$424,724	0.38% Actual	
Dec 2011		\$403	\$425,127	0.38% Actual	
Mar 2012		\$404	\$425,531	0.38% Actual	
Jun 2012	\$383,546	\$383	<b>\$809,461</b>	0.36% Actual	\$1,593
Sep 2012		\$708	\$385,849	0.35% Actual	9/7/2012
Dec 2012		\$309	\$386,157	0.32% Actual	<b>\$424,321</b>
Mar 2013		\$270	\$386,428	0.28% Actual	
Jun 2013	\$428,090	\$232	<b>\$814,750</b>	0.24% Actual	\$1,519
Sep 2013		\$530	\$390,959	0.26% Actual	
Dec 2013		\$244	\$391,203	0.25% Estimate	
Mar 2014		\$245	\$391,448	0.25% Estimate	
Jun 2014	\$462,191	\$245	<b>\$853,883</b>	0.25% Estimate	\$1,263



**West Valley - Mission**  
Community College District

## **Administrative Services**

14000 Fruitvale Avenue  
Saratoga, California 95070

### **MEMORANDUM**

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**TO:** Land Corporation Board of Directors  
**FROM:** Ed Maduli, Vice Chancellor  
**DATE:** February 18, 2014  
**SUBJECT:** **Funding for Scheduled Maintenance**

Land Corporation policy provides “all or a portion of the matching funds necessary for the District’s Scheduled Maintenance Projects annually, subject to the Director’s approval.” The last State allocation was 2008-09, and the Land Corporation provided \$176,674 in matching funds.

All of the funds allocated for 2008-09 were spent. Since then, the State has not allocated any on-going or one-time funds for scheduled maintenance, until the State Budget for 2013-14. In the interim, the Land Corporation has provided the funding for scheduled maintenance. The Land Corporation provided \$400,000 for both 2009-10 and 2010-11. Those funds have been spent. The Land Corporation provided another \$400,000 for both 2011-12 and 2012-13. Those funds should be spent before the end of the fiscal year.

Both West Valley College and Mission College have substantial on-going unfunded needs for scheduled maintenance. Fortunately, the Land Corporation has provided funding when there was no State funding available, and provided matching funds when State funds were available.

The Governor’s budget for 2013-14 includes \$184,806 in one-time funds for scheduled maintenance. It is requested that the Land Corporation provide the matching funds in accordance with Land Corporation’s policy.



# Land Corp Budget Request Proposal

## Fiscal Year 2014/2015

### **Classification Study**

**Sponsor:** Albert M. Moore

**Department Name:** Human Resources

### **Summary**

The last comprehensive classification and compensation study of non-faculty employees was completed in 1996. Classification studies allow for an institution-wide analysis of classifications (title, class specification, job descriptions, etc.) and salary range placement. Such analysis is routinely done on a case-by-case basis when new positions are created or existing positions are revised, reclassified, etc., but such exercises do not allow for a holistic approach. An eighteen year span between such studies is outside of recommended intervals and the desire for such a study has been discussed with bargaining groups and amongst the Executive Management Team. As the District Board of Trustees has stated its commitment to adequate compensation for its employees in executing the strategic goals of the District, it would be appropriate for the Land Corporation to consider this one-time expense to begin the process of ensuring that our position titles, class specifications, descriptions, and compensation placements are appropriate for the organization and its employees.

A comprehensive study could include:

- Kick off meeting with Internal Project Management Team
- Employee orientation meetings
- Meetings with department managers (understanding of scope of responsibility, organizational structure, and issues/concerns related to job classifications in their areas)
- Interviews with approximately 75-80% of employees
- Analysis of all jobs and preparation of new/revised job descriptions
- Recommendations for position classification

Land Corp Budget Request Proposal Narrative  
Fiscal Year 2014/2015

- Review of recommendations with Project Team
- Employee review process (aka appeal process)
- Follow up of issues/concerns
- Finalize job descriptions and classification structure
- Survey Bay 10 (assume that this would be your market) - base salary only (select benefits could be surveyed but on a very limited basis)
- Analyze market data and determine appropriate benchmarks
- Analyze internal relationships and recommend internal salary setting guidelines to ensure compensation plan is competitive with market and internally equitable
- Prepare/present final reports.

**Proposal**

The Chancellor recommends that the Land Corporation make a grant to fund the study, which is an expense outside of the normal cost of doing business. Such a study incurs an expense, but also requires the District to begin planning for costs associated with the ultimate implementation of recommendations that may raise compensation levels for some employees. The estimated cost of securing a consultant team to undertake and complete the study is \$200,000.

The District Human Resources Department will be very involved in all phases of the study, and a project steering committee will work closely with the consultant, to ensure that we have the cooperation of all members of the District community and that the study yields a practical, objective, set of recommendations that can be realistically implemented going forward.

The total request of the Land Corporation is \$200,000.