

**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

May 17, 2016

5:00 p.m.

Campus Center Room 217

Mission College

Santa Clara, California

1. **Call to order**
2. **Roll Call**
3. **Approval of the order of the agenda**
4. **Oral communications from the public on items not listed elsewhere on the agenda**
5. **Approval of the minutes of the meeting of March 15, 2016**
6. **Approval of the minutes of the meeting of May 3, 2016**
7. **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.

8. **Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of April 30, 2016**

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 April 30, 2016.

9. **Review, consideration and possible action to approve a Tentative Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016**

This item may include review, consideration and possible action to approve a Tentative Operating Budget for the 2016-17 fiscal year beginning on July 1, 2016.

10. **Status report on FY 2015-16 Teaching & Learning Innovation Fund and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for a Teaching & Learning Innovation Fund as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

11. **Status report on FY 2015-16 Student Success Innovation Fund and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for a Student Success Innovation Fund as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

12. **Status report on FY 2015-16 Capital Improvements funds and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for Capital Improvements as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

13. **Status report on FY 2015-16 Special Projects Fund and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for a Special Projects Fund as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

14. **Status report on FY 2015-16 Technology Refresh & Instructional Equipment funds and Review, consideration and possible action to amend the Operating**

Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for Technology Refresh & Instructional Equipment as identified in the Allocation of Funds Policy

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

15. **Status report on FY 2015-16 Student Assistance (other student assistance) funds and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for Student Assistance (other student assistance) as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

16. **Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for Scheduled Maintenance as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

17. **Status report on FY 2015-16 Entrepreneurial Fund and Review, consideration and possible action to amend the Operating Budget for the 2016-17 Fiscal Year beginning on July 1, 2016 to include a specific funding amount for an Entrepreneurial Fund as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 16-17 Operating Budget as described above.

18. **Directors' Comments**

19. **Adjournment**

MISSION-WEST VALLEY LAND CORPORATION

Board of Directors

Regular Meeting

Minutes

March 15, 2016

1. Call to order

A regular meeting of the Board of Directors of the Mission-West Valley Land Corporation was called to order by Vice President Bob Owens at 5:01 p.m. in the Mission College Campus Center, Room 219, Santa Clara, CA

2. Roll Call

Directors Adrienne Grey, Anne Kepner – President (arrived at 5:02pm), Steve Landau – absent, Jack Lucas, Bob Owens – Vice President, and Karl Watanabe; Secretary/Treasurer Ed Maduli.

3. Approval of the order of the agenda

The order of the agenda was approved as presented. (Lucas/Watanabe, 5/0/0, with Kepner and Landau absent and not voting)

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

None.

5. Approval of the minutes of the meeting of January 19, 2016

There was a motion by Lucas, seconded by Owens, to “approve the January 19, 2016, meeting minutes as presented.” The motion passed. (5/0/1, with Fish abstaining and Landau absent and not voting)

6. Officers’ Report

Mr. Maduli reported that the ground lease with Lakha Properties at the Mercado Center will expire in September 2016. In preparation for negotiations, which will begin in June, a market valuation has been commissioned.

7. Review of the 2016 Budget Calendar

Mr. Maduli reviewed the 2016 Land Corporation budget calendar, which identifies in what month budgetary items are reviewed and acted upon by the Board of Directors.

8. **Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of February 29, 2016**

Mr. Maduli noted that the financials show that no Special Projects funding had been spent in February. He informed the Board that the funds are being spent but that invoices for the expenditures have not yet been submitted. He expects invoices to be submitted and paid prior to the next meeting. Additionally, he noted that there will be a balance of \$2.35 million in undesignated funds after the transfer of \$5 million to the new investment account.

Mr. Owens asked for the status of the Mission College Educational and Facility Master Plan (E&FMP). President Peck responded that the E&FMP should be completed by the beginning of Fall and that the Master Plan should be completed by mid-Fall.

There was a motion by Owens, seconded by Grey, to “accept the February 29, 2016, Statement of Revenues, Expenditures and Net Assets as presented.” The motion passed. (6/0/0, with Landau absent and not voting)

9. **Appoint a committee to review and recommend revisions to the Endowment Agreement between the Land Corporation and the Advancement Foundation**

Ms. Kepner identified the need to review and possibly revise the Endowment Agreement, which has been in effect since April 2009, to ensure that the language and purpose are still relevant. The following members were appointed to perform the review: Mr. Owens, Ms. Kepner, and Mr. Landau.

10. **Review, consideration and possible action to approve the District’s request for a grant of \$250,000 in FY 15/16 to support the Presidents’ plans on scholarships and student assistance in FY 16/17**

Mr. Maduli stated that the colleges will not receive any scholarship funding from the Advancement Foundation for FY 15/16 due to poor investment earnings. As a result, the college Presidents are asking for a grant of \$250,000 from the undesignated fund balance to support their scholarship and student assistance efforts. The Presidents’ shared their spending plans, which include scholarships for incoming students within college boundaries and grants for books and supplies. Eligibility requirements for the programs can be found on the colleges’ websites.

If approved, the money would be split evenly between the colleges. The Presidents’ stated that the grant will not cover the entire cost of the programs, which is approximately \$400,000, and that the difference will come from college funds.

Mr. Owens indicated that he is in favor of the programs but has concerns about the funding request and the potential for additional requests. Currently, the Land Corp provides 10% of its gross annual ground lease revenue to the Endowment Fund. Interest earned on those funds are then provided to the colleges for scholarships. If the Advancement Foundation's investments are such that there are no earnings, and therefore no money for the colleges, the Land Corp needs to reevaluate its relationship with the Advancement Foundation including decreasing or stopping its contributions for the purpose of the Endowment Agreement. He also expressed concern about the scholarship program ending in future years due to a lack of funds, whether from the Foundation, the Land Corp, or the colleges.

Chancellor Schmitt expressed hope that the newly created Endowment Agreement Review Committee will address Mr. Owens concerns.

There was a motion by Lucas, seconded by Watanabe, to "approve the District's request for a grant of \$250,000 in FY 15/16 to support the Presidents' plans on scholarships and student assistance for FY 16/17." The motion passed. (6/0/0, with Landau absent and not voting)

11. Preliminary discussion on FY 16/17 funding allocations per the Allocation of Funds Policy

Mr. Maduli identified that, consistent with the budget calendar, there must be a review of the proposed funding for the six categories identified in the Allocation of Funds Policy. He shared his proposal and stated that spending plans would be presented at the next meeting.

Mr. Lucas asked that future proposals also show current year allocations.

12. Review, consideration and possible action to approve a resolution to create a standing Investment Committee

Ms. Kepner stated that an Investment Committee needs to be established to oversee the Land Corp's new investment account and that the By-laws allow the creation of a new standing committee by resolution. The new committee will meet quarterly to review investments and will report back to the full Board.

There was a motion by Owens, seconded by Grey, to "approve a resolution to create a standing Investment Committee." The motion passed. (6/0/0, with Landau absent and not voting) Committee members are: Ms. Grey, Ms. Fish, and Ms. Kepner

13. Review, consideration and possible action to revise the Allocation of Funds Policy

Mr. Maduli reviewed the proposed changes to the Allocation of Funds Policy. The changes are primarily to clarify and strengthen existing language and to update due dates for Capital Improvements and Special Projects funding proposals.

There was a motion by Grey, seconded by Owens, to “approve the revisions to the Allocation of Funds Policy.” Prior to the vote, Mr. Lucas asked that a correction be made to item II.F – change Director’s to Directors’. The motion passed as amended. (6/0/0, with Landau absent and not voting)

14. Directors’ Comments

None.

15. Adjournment

Meeting adjourned at 6:01pm.

MISSION-WEST VALLEY LAND CORPORATION

Board of Directors

Special Meeting

Minutes

May 3, 2016

1. Call to order

A special meeting of the Board of Directors of the Mission-West Valley Land Corporation was called to order by President Anne Kepner at 9:18 p.m. in the West Valley College Board Room, Saratoga, CA

2. Roll Call

Directors Adrienne Grey, Anne Kepner – President, Steve Landau, Jack Lucas, Bob Owens – Vice President, and Karl Watanabe; Secretary/Treasurer Ed Maduli.

3. Approval of the order of the agenda

The order of the agenda was approved as presented. (Owens/Lucas, 7/0/0)

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

None.

5. Review, consideration and possible action to approve Resolution No. 2016050301 updating signature cards for the Local Agency Investment Fund (LAIF)

There was a motion by Owens, seconded by Grey, to “approve Resolution No. 2016050301 updating signature cards for the Local Agency Investment Fund.” The motion passed unanimously.

6. Review, consideration and possible action to include JP Morgan Chase Bank, NY, for agency transfers with LAIF

There was a motion by Owens, seconded by Grey, to “include JP Morgan Chase Bank, NY, for agency transfer with LAIF.” The motion passed unanimously.

7. Directors’ Comments

None.

8. Adjournment

Meeting adjourned at 9:20pm.

ITEM 8

May 17, 2016

To: Board of Directors
Mission-West Valley Land Corporation

From: Jerry Donnard
Bookkeeper

Subject: April 2016 Financial Statement

Attached is the financial statement for April 30, 2016.

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 statement.

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

As of April 30, 2016

	Budget (Col A)	Current Month (Col B)	Year to date Actual (Col C)
Revenues			
Ground Lease Revenues			
<i>LAKHA Properties</i>	\$ 950,000	\$ 79,167	\$ 791,667
<i>Sobrato/S-3: Phase I</i>	1,109,700	91,800	918,000
<i>Sobrato/S3: Phase II</i>	1,605,350	130,437	1,304,372
<i>Quality Technology</i>	1,204,683	100,390	1,003,903
<i>General Interest Revenue</i>	17,000	11,114	27,224
Gross Revenue	\$ 4,886,733	\$ 412,908	\$ 4,045,165
Expenses:			
Administrative and Operating Expenses			
<i>Audit & Tax Preparation Services</i>	\$ 13,500	\$ -	\$ 13,500
<i>Office Supplies</i>	500		
<i>Property Taxes</i>	540		530
<i>Insurance</i>	1,700		
<i>Legal Fees</i>	50,000	8,499	19,501
<i>Financial Services</i>	7,000	248	3,533
<i>Consultant</i>	40,000	7,367	25,493
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,217,433		602,691
Total Administrative and Operating Expenses	\$ 1,330,673	\$ 16,113	\$ 665,248
Scheduled Maintenance			
<i>14/15 Scheduled Maintenance</i>			
<i>15/16 Scheduled Maintenance</i>			
Total Scheduled Maintenance Expenses	\$ -	\$ -	\$ -
Excess of Revenues Over Expenses Before Special Project Expenses	\$ 3,556,060	\$ 396,795	\$ 3,379,918
Special Projects Ongoing			
<i>Capital Improvements</i>	\$ 405,086	\$ 37,837	\$ 399,886
<i>Special Projects</i>	190,956	5,288	64,363
<i>Purchase ERP Software</i>	1,100,000		1,100,000
<i>ADA Transition Plan for WVC</i>	75,000	31,329	34,288
<i>MC Educational & Facility Master Plan</i>	250,000	40,000	40,000
<i>Fund Backfill/Overtime Support for ERP</i>	300,000	72,773	95,205
<i>Food Truck</i>	150,000		150,000
<i>Teaching & Learning Innovation Fund</i>	100,000		23,698
<i>Student Success Innovation Fund</i>	50,000		
<i>Tech Refresh & Instructional Equipment</i>	400,000		168,907
<i>Student Assistance</i>	150,000	12,417	69,040
<i>Entrepreneurial Funds</i>	50,000	10,479	11,573
<i>Scholarship & Student Assistance</i>	250,000 (1)	250,000	250,000
Total Special Projects Expenses	\$ 3,471,042	\$ 460,123	\$ 2,406,959
Excess of Revenues Over Expenses	\$ 85,018	\$ (63,327)	\$ 972,959
<i>Current Year Contributions to Endowment Fund</i>	\$ 486,973		
<i>Assignment of Interest to Endowment</i>	1,384		
Total 15-16 Endowment Contribution	\$ 488,357	\$ -	\$ -

FOOTNOTES:

1) Scholarship & Student Assistance budget approved at March 15, 2016 Board Meeting.

Statement of Changes in Fund Balance

Statement of Revenues
and Expenses From June
30, 2015

Net Assets June 30, 2015	\$ 8,594,547
less Amortization of Prepaid Expenses	\$ 14,977
	<u>\$ 8,579,570</u>

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 480,672
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 577,802
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 3,504,394

Excess of Revenues over Expenses in 15-16	\$ 85,018
less Amortization of Prepaid Expenses	\$ 14,977
Projected net increase in fund balance	<u>\$ 70,041</u>

Transfer of Endowment to Adv. Foundation	\$ (480,672)
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Projected Net Assets June 30, 2016	\$ 8,168,939
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Restrictions and Designations of Net Assets	
Endowment Fund	\$ 488,358
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 562,825
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 3,101,054

Current Month Cash Balance:	
Month End Checking Acct Balance	\$ 101,488
Month End LAIF Acct Balance	\$ 9,402,099

Previous Month Cash Balance:	
Month End Checking Acct Balance	\$ 180,052
Month End LAIF Acct Balance	\$ 9,390,985

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

	Contributions	Additions/ Interest	Cumulative Balance	LAIF interest rate	Total Interest	Endowment Transfers
Jun 2000 Beginning Balance	\$325,450					
Jun 2001			\$345,820	5.32% Actual		
Jun 2002	\$372,772		\$730,587	2.75% Actual	\$11,995	
Jun 2003	\$402,746		\$1,149,334	1.77% Actual	\$16,001	
Jun 2004	\$357,445		\$1,858,517	1.44% Actual	\$18,826	
Jun 2005	\$358,231		\$2,258,442	2.85% Actual	\$41,694	
Jun 2006	\$381,977		\$2,728,451	4.53% Actual	\$88,032	
Jun 2007	\$426,809		\$3,297,378	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	\$3,884,540	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	\$535,806	1.51% Actual	\$85,464	\$3,884,540
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		\$535,806
Jun 2010	\$458,214	\$4	\$460,982	0.56% Actual	\$2,768	
Sep 2010		\$588	\$461,569	0.51% Actual		10/15/2010
Dec 2010		\$531	\$1,118	0.46% Actual		\$460,982
Mar 2011		\$1	\$1,119	0.51% Actual		
Jun 2011	\$423,201	\$1	\$424,321	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	\$809,461	0.36% Actual	\$1,593	9/7/2012
Sep 2012		\$708	\$385,849	0.35% Actual		\$424,321
Dec 2012		\$309	\$386,157	0.32% Actual		
Mar 2013		\$270	\$386,428	0.28% Actual		
Jun 2013	\$428,090	\$232	\$814,750	0.24% Actual	\$1,519	
Sep 2013		\$530	\$815,280	0.26% Actual		6/17/2014
Dec 2013		\$530	\$815,810	0.26% Actual		\$ 429,609
Mar 2014		\$469	\$816,279	0.23% Actual		6/20/2014
Jun 2014	\$462,725	\$449	\$464,704	0.22% Actual	\$1,978	\$ 385,140
Sep 2014		\$279	\$464,983	0.24% Actual		
Dec 2014		\$291	\$465,273	0.25% Actual		3/30/2015
Mar 2015		\$302	\$873	0.26% Actual		\$ 464,703
Jun 2015	\$479,800	\$1	\$480,672	0.28% Actual	\$872	
Sep 2015		\$385	\$481,057	0.32% Actual		
Dec 2015		\$445	\$481,502	0.37% Actual		4/14/2016
Mar 2016		\$554	\$1,384	0.46% Actual		\$480,672
Jun 2016	\$486,973	\$1	\$488,358	0.20% Estimate	\$1,384	
						\$7,065,773

Outstanding Balance

2015/2016	\$488,357
Total	\$488,357

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

Fiscal 2016-2017

	Budget (Col A)	Current Month (Col B)	Year to date Actual (Col C)
Revenues			
Ground Lease Revenues			
<i>LAKHA Properties</i>	\$ 950,000		
<i>Sobrato/S-3: Phase I</i>	1,109,700		
<i>Sobrato/S3: Phase II</i>	1,605,350		
<i>Quality Technology</i>	1,204,683		
<i>General Interest Revenue</i>	17,000		
Gross Revenue	\$ 4,886,733	\$ -	\$ -
Expenses:			
Administrative and Operating Expenses			
<i>Audit & Tax Preparation Services</i>	\$ 13,500		
<i>Office Supplies</i>	500		
<i>Property Taxes</i>	540		
<i>Insurance</i>	1,700		
<i>Legal Fees</i>	50,000		
<i>Financial Services</i>	7,000		
<i>Consultant</i>	40,000		
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,217,433		
Total Administrative and Operating Expenses	\$ 1,330,673	\$ -	\$ -
Scheduled Maintenance			
<i>15/16 Scheduled Maintenance</i>			
Total Scheduled Maintenance Expenses	\$ -	\$ -	\$ -
Excess of Revenues Over Expenses Before Special Project Expenses	\$ 3,556,060	\$ -	\$ -
Special Projects Ongoing			
Total Special Projects Expenses	\$ -	\$ -	\$ -
Excess of Revenues Over Expenses	\$ 3,556,060	\$ -	\$ -
<i>Current Year Contributions to Endowment Fund</i>	\$ 486,973		
<i>Assignment of Interest to Endowment</i>	1,384		
Total 16-17 Endowment Contribution	\$ 488,357	\$ -	\$ -

Statement of Changes in Fund Balance

Projected Statement of
Revenues and Expenses
From June 30, 2016

Net Assets June 30, 2016	\$ 8,183,916
less Amortization of Prepaid Expenses	\$ 14,977
	\$ 8,168,939

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 488,358
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 562,825
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 3,101,054

Excess of Revenues over Expenses in 16-17	\$ 3,556,060
less Amortization of Prepaid Expenses	\$ 14,977
Projected net increase in fund balance	\$ 3,541,083

Transfer of Endowment to Adv. Foundation

Projected Net Assets June 30, 2016	\$ 11,710,022
Restrictions and Designations of Net Assets	
Endowment Fund	\$ 977,043
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 547,848
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 6,168,429

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

	Contributions	Additions/ Interest	Cumulative Balance	LAIF interest rate	Total Interest	Endowment Transfers
Jun 2000 Beginning Balance	\$325,450					
Jun 2001			\$345,820	5.32% Actual		
Jun 2002	\$372,772		\$730,587	2.75% Actual	\$11,995	
Jun 2003	\$402,746		\$1,149,334	1.77% Actual	\$16,001	
Jun 2004	\$357,445		\$1,858,517	1.44% Actual	\$18,826	
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Jun 2006	\$381,977		\$2,728,451	4.53% Actual	\$88,032	
Jun 2007	\$426,809		\$3,297,378	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	\$3,884,540	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	\$535,806	1.51% Actual	\$85,464	\$3,884,540
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		\$535,806
Jun 2010	\$458,214	\$4	\$460,982	0.56% Actual	\$2,768	
Sep 2010		\$588	\$461,569	0.51% Actual		10/15/2010
Dec 2010		\$531	\$1,118	0.46% Actual		\$460,982
Mar 2011		\$1	\$1,119	0.51% Actual		
Jun 2011	\$423,201	\$1	\$424,321	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	\$809,461	0.36% Actual	\$1,593	9/7/2012
Sep 2012		\$708	\$385,849	0.35% Actual		\$424,321
Dec 2012		\$309	\$386,157	0.32% Actual		
Mar 2013		\$270	\$386,428	0.28% Actual		
Jun 2013	\$428,090	\$232	\$814,750	0.24% Actual	\$1,519	
Sep 2013		\$530	\$815,280	0.26% Actual		6/17/2014
Dec 2013		\$530	\$815,810	0.26% Actual		\$ 429,609
Mar 2014		\$469	\$816,279	0.23% Actual		6/20/2014
Jun 2014	\$462,725	\$449	\$464,704	0.22% Actual	\$1,978	\$ 385,140
Sep 2014		\$279	\$464,983	0.24% Actual		
Dec 2014		\$291	\$465,273	0.25% Actual		3/30/2015
Mar 2015		\$302	\$873	0.26% Actual		\$ 464,703
Jun 2015	\$479,800	\$1	\$480,672	0.28% Actual	\$872	
Sep 2015		\$385	\$481,057	0.32% Actual		
Dec 2015		\$445	\$481,502	0.37% Actual		4/14/2016
Mar 2016		\$554	\$1,384	0.46% Actual		\$480,672
Jun 2016	\$486,973	\$1	\$488,358	0.20% Estimate	\$1,384	
Sep 2016		\$427	\$488,785	0.35% Estimate		\$7,065,773
Dec 2016		\$428	\$489,213	0.35% Estimate		
Mar 2017		\$428	\$489,641	0.35% Estimate		
Jun 2017	\$486,973	\$428	\$977,043	0.35% Estimate	\$1,711	

Outstanding Balance

2015/2016 \$488,357

Total \$488,357

FY 2016-17 Recommended Land Corp Funding for Capital Projects

Priority	Location	Project Description	Project Estimate
		<u>MISSION COLLEGE PROJECTS</u>	
1	MC	CDC new landscape, play area and irrigation	\$ 75,000.00
2	MC	Renovate tennis complex and develop archery range	\$ 100,000.00
3	MC	Install new gym and tennis court outdoor LED lighting	\$ 75,000.00
4	MC	Install automatic doors for rest rooms	\$ 50,000.00
5	MC	Server room partition and entry door at Valor Center	\$ 20,000.00
6	MC	Add lighting sensors at Gillmor restrooms	\$ 30,000.00
7	MC	Upgrade exterior lighting at MT's	\$ 15,000.00
8	MC	Sand volleyball courts	\$ 100,000.00
9	MC	40ft. Pole replacement in parking lots	\$ 18,000.00
10	MC	Fire sprinkler relocation main building	\$ 10,000.00
11	MC	Drain at circle road	\$ 15,000.00
12	MC	Lighting circuit boards	\$ 8,000.00
14	MC	Concession stand structure	\$ 20,000.00
15	MC	Repair lighting exterior at gym	\$ 14,000.00
		Mission College Subtotal	\$ 550,000.00
		<u>WEST VALLEY PROJECTS</u>	
1	WVC	Mechanical (HVAC and Plumbing) Repairs	\$ 100,000.00
2	WVC	Tennis Court Improvements	\$ 100,000.00
3	WVC	Science Garden Signage and Landscape	\$ 150,000.00
4	WVC	Refinish Gymnasium Floor	\$ 35,000.00
5	WVC	Biology Greenhouse Improvements	\$ 65,000.00
6	WVC	Wayfinding and Signage	\$ 50,000.00
7	WVC	Tree and Debris Removal	\$ 50,000.00
		West Valley Subtotal	\$ 550,000.00
		Total/Balance	\$ 1,100,000.00

STATUS REPORT

FY 2015/16 Land Corporation Funded Special Projects

College:	District Wide
Date:	May 12, 2016

<u>Item</u>	<u>Amount Funded</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Summary/Status</u>
Purchase Banner Core License	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	\$ -	Completed
	\$ -			\$ -	
ERP Implementation Support	\$ 300,000.00	\$ 95,205.00	\$ 204,795.00	\$ -	Carry over encumbrance
				\$ -	
MC Educational/Facility Plan	\$ 250,000.00	\$ 40,000.00	\$ 210,000.00	\$ -	Carry over encumbrance
				\$ -	
WVC ADA Transition Plan	\$ 75,000.00	\$ 34,288.00	\$ 40,712.00	\$ -	Carry over encumbrance
				\$ -	
Hospitality Mgmt Food Truck	\$ 150,000.00	\$ 150,000.00		\$ -	Completed
				\$ -	
				\$ -	
	\$ 1,875,000.00	\$ 1,419,493.00	\$ 455,507.00	\$ -	
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FY 2015-16 Recommended Land Corp Funding For Special Projects

1. Purchase Banner Core Administrative License Fees (POC: Ed Maduli) \$1,100,000

Item: Fund the Banner core solution that includes the Banner Finance, Financial Aid, Finance, and Human Resources.

Justification: The District is implementing the Banner integrated administrative software pending the approval of the Board of Trustees at its July 21, 2015. This purchase replaces the current Datatel system.

2. Fund Backfill/Overtime Support for ERP Implementation (POC: Ed Maduli) \$300,000

Item: Fund the backfill or overtime support needed to implement Banner.

Justification: To implement the Banner solution requires the support of the various departments in District services and the college's instructional, student services, and administrative services. In some cases the employees may be backfilled to perform the ongoing responsibilities in the department or an overtime may be required.

3. MC Educational & Facility Master Plan (POC: Daniel Peck) \$250,000

Item: Fund the Educational & Facility Master Plan for Mission College.

Justification: The college's master plan was completed in 2008. An updated master plan is required for the State Chancellor's Capital Outlay Program and to meet ACCJC Standard III. The previous year, Land Corp funded the master plan for West Valley College.

4. ADA Transition Plan for WVC (POC: Javier Castruita) \$75,000

Item: Fund the ADA Transition Plan for West Valley College.

Justification: With the recent change in ADA law, the focus of ADA lawsuits has changed from private to public. Community colleges have a unique exposure with expansive facilities open to the public. The key to managing this exposure is the ADA Transition Plan. This document identifies potential Areas to be upgraded, including the cost and development of a workable timeline. This is similar to the previous year’s request for Mission College.

5. Food Truck for Hospitality Management (POC: Haze Dennis) \$150,000

Item: Fund the matching requirement for the Freeburg Foundation Grant to purchase food trailer/truck for Hospitality Management.

Justification: The Freeburg Foundation approved a grant to purchase food trailer/truck for the Mission College’s hospitality management program. This grant allows Hospitality Management to broaden the scope of student training, both on site and off site planning and services. This grant requires a matching component.

Total	\$1,875,000
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FY 2016-17 Recommended Land Corp Funding For Special Projects

- 1. Web Redesign for Mission College (POC: Daniel Peck) \$175,000

Item: Fund the update and redesign of the college’s web site.

Justification: About 12 community colleges were served with notice of the college’s web pages being inaccessible to disabled individuals in violation of the ADA and Section 104. Mission College is one of 12 colleges receiving such notice from a legal firm.

- 2. Web Redesign for West Valley College (POC: Brad Davis) \$175,000

Item: Fund the update and redesign of the college’s web site.

Justification: About 12 community colleges were served with notice of the college’s web pages being inaccessible to disabled individuals in violation of the ADA and Section 104. Mission College is one of 12 colleges receiving such notice from a legal firm.

- 3. Alumni Engagement Project (POC: Patrick Schmitt) \$40,000

Item: Fund consultant to reach out to alumni and to reconnect with alumni base.

Justification: By engaging and reconnecting with alumni, both colleges will be able to solicit donations.

Total \$390,000

STATUS REPORT**FY 2015/16 Land Corporation Funded Technology Refresh/Instructional Equipment**

College: Mission College

Date: May 4, 2016

Item	Amount Funded	Expended	Encumbered	Balance	Summary/Status
Compound Microscopes	\$ 65,400.00	\$ 64,185.21	\$ -	\$ 1,214.79	Completed
Nuclear Magnetic Spectrometer	\$ 50,000.00	\$ 58,545.64		\$ (8,545.64)	Completed
Portal Software License	\$ 5,000.00	\$ 5,000.00		\$ -	Completed
Anatomical Models	\$ 35,000.00	\$ 31,625.61	\$ 2,627.91	\$ 746.48	PO# P14562 JH Tech Goods accepted; invoice pending
Carbonite	\$ 3,000.00	\$ -		\$ 3,000.00	License due and must pay in Aug 2016. No expenditure.
Natural Gas Burners	\$ 2,500.00	\$ -		\$ 2,500.00	Purchased June 2015 with Fund 100 monies. No expenditure
Music Stands, Chairs	\$ 7,500.00	\$ 7,534.63		\$ (34.63)	Completed
Spectrophotometers	\$ 18,000.00	\$ 17,775.80		\$ 224.20	Completed
Engineering Equipment	\$ 1,750.00	\$ 1,107.34		\$ 642.66	Completed
Health Occupation Equipment	\$ 2,500.00	\$ 1,739.80	\$ 750.92	\$ 9.28	Laerdal - PO# P14524; invoice pending.
Child Development Center	\$ 6,350.00	\$ 6,164.47		\$ 185.53	Completed
Laser Cutter	\$ 3,000.00	\$ 2,942.67		\$ 57.33	Completed
	\$ 200,000.00	\$ 196,621.17	\$ 3,378.83	\$ 0.00	

FY 2015/16 Recommended Land Corp Funding for Technology Refresh/Instructional EquipmentMission CollegeMission College

Mission College uses its *Integrated Budget and Program Review Process* to identify and prioritize equipment and technology needs within the college. Mission has a multi-level process to prioritize Program Review requests. This process involves data analysis, identification of specific criteria, such as impact to students and learning outcomes, age and functionality of equipment, and linking of the requests to Program and/or College Goals. Once the entry of Program Review is completed at the end of the fall semester, a two-prong approach to ranking begins—one on the instruction side of the house and one on the Student Services side.

Mission's concept is begin prioritization at the ground level, since these faculty and staff have the best knowledge and understanding of what equipment and technology is needed in their respective areas. Individual requestors actually rank their requests when they create and submit their Program Review items. At the beginning of the spring semester each department analyzes the individual requests and ranks all the requests within their department. The departments then bring their requests to the Division Level, where robust discussion between department heads within the Division occur and each Division provides a higher level of ranking. Next, the Divisions come together at Division Council to review all the Instructional Requests and the Council prioritizes after review and analysis of the entire Instructional listings. At the same time the Student Services are ranking within their individual departments and bringing those request to Student Services Council for ranking. Then at mid-spring semester, Student Services Instructional Council prioritizes the entire college listing.

This combined all college list is then distributed to CBAC, who establishes parameters for recommendation to GAP that help guide the President on allocation funding. The President allocates the funding based on a variety of potential funding sources that includes Land Corp Tech and Equipment, State Instruction, Lottery, Grants, Land Corp Lease, Measure C Bond technology refresh funds and other sources. Items are identified and compliant within the rules and parameters of the funding sources. Finally, the entire list is presented by the President to CBAC/GAP and the college at large for fall time procurement.

1. Compound Microscopes (Requestor: Biological Sciences – Kelly Neary, Danny Nguyen) \$65,400

Item: Purchase 48 compound microscopes for the biological sciences department.

Justification: The Biological Sciences Department has an inventory of 183 compound microscopes. Approximately 20 of them are over 20 years old and another 24 units are over 12 years old. These scopes fail to focus properly, have scratched lenses, and some are missing

irreplaceable parts. This purchase will replace about 25% of our oldest and most dysfunctional scopes in our inventory and result in all five of our instructional labs having up-to-date sets of digital scopes.

2. Nuclear Magnetic Resonance Spectrometer (Requestor: Chemistry – Ashley Piekarski, Danny Nguyen) \$50,000

Item: Purchase a nuclear magnetic resonance spectrometer for the chemistry department.

Justification: The Chemistry Department lacks a nuclear magnetic resonance spectrometer. This purchase provides access to advanced instrumentation and allows students to identify the skeletal structure of the compounds they synthesize in the lab. Currently, the department uses only an infrared spectroscopy instrument. This equipment will enhance current labs exercises and allow the addition of others that will better prepare students for the university and industry settings. This total cost of this purchase of a single NMR will be supplemented by \$40,000 from State Instructional Funding.

3. Portal Software License (Requestor: Student Services: Rachael Goldberg and John Mosby) \$5,000

Item: Purchase new enhanced portal software license for OrgSync, which is an enhanced communication tool for students and staff on/off campus – the program allows Student Services to reach students outside of office hours, 24/7.

Justification: This request will assist MC to meet accreditation standards and reach students on and off campus through virtual student life.

- Expands promotion of Student Services Event and club activities on campus.
- Enhances Instructional department ability to communicate to students and promote new class offerings 24/7.
- Allows Student Services to track attendance at events, as well as department budgets, SAO and SLO data,
- Provides students direct access for communication to all departments, clubs and organizations.

4. Anatomical Models (Requestor: Biological Sciences – Kelly Neary, Danny Nguyen) \$35,000

Item: Purchase a set of anatomical models for the biological sciences department.

Justification: Anatomy courses rely primarily on anatomical models to teach students the required content. Replacing and adding new models is an ongoing effort. The models are expensive and extremely delicate. With the demand for and growth in our anatomy courses, the

models have suffered rapid wear and tear, vandalism, and even theft. These new teaching models will strengthen our program, allow students to better learn the content and prepare them for the health and majors programs they are transferring into.

5. Carbonite (Requestor: Educational Technology Services Department: Rita Grogan & Dat Nguyen)

Item: Purchase Carbonite—virtual network backup license. \$3,000

Justification: This purchase allows for cloud based back-up of instructional data Mission College on instructional servers. It is part of ETS's strategy for redundancy, risk-avert planning and off-site recovery independence. Carbonite offers various security platforms, data protection and electronic information storage rights that are compliant with State and Federal laws.

6. Natural Gas Burners (Requestor: Chemistry – Ashley Piekarski, Danny Nguyen) \$2,500

Item: Purchase 20 natural gas burners for the chemistry experiments.

Justification: The Chemistry Department has 20 Bunsen burners, all of which are over 10 years old and do not work properly/efficiently. Students rely on them to conduct successful lab experiments. This purchase allows us to replace the entire set.

7. Music Stands, Chairs, and Instruments (Requestor: Music Department-- Joseph Ordaz, Phil Hawkins) \$7,500

Item: Purchase 25 music stands with a moveable cart, orchestra chairs, timpani drums and drum set.

Justification: This equipment will replace old, outdated equipment and add new equipment as well. Music stands age over time and many of the current stands have fallen apart from use. In addition this purchase will allow our orchestra to buy more stands, carts and chairs, since the program has grown. The new equipment will be shared across the department and will be used for other classes such as guitar and in the Gillmor Center studio. The timpanis drum set is over 20 years old and at the end of life. Students will now have access to new drums improving the learning experience.

8. Spectrophotometers (Requestor: Chemistry – Ashley Piekarski, Danny Nguyen) \$18,000

Item: Purchase 8 spectrophotometers for the chemistry department.

Justification: These instruments allow the students to determine the absorption of a molecule at a particular wavelength and is used in all general chemistry labs to verify lab experiment products. Currently, the department has two units. The one for organic lab was replaced in 2013, but the one for inorganic lab is old and presumably procured when the program moved to the Science Building over 10 years ago and needs to be replaced in order to provide accurate data for our students.

9. Engineering Equipment (Requestor: Clement Lam, Danny Nguyen) \$1,750

Item: Purchase small generators/motors with gear boxes and solar cell meters for measuring voltage, current and light; Lab speaker kits, radio kits, and motor kits for coding lab and Engineering 10.

Justification: The Engineering Program is growing both in terms of enrollment and lab activities for students. The Engineering 10 course is the introductory course designed to engage and excite students about the engineering pathway. The lab portion needs to be as hands-on, fun and practical as possible. Many of the lab activities require the use of this standard equipment. Until recently, there has been no replacement or addition of equipment for the Engineering Program. Some of this equipment has been procured, but it has been piecemeal and there is not sufficient quantity. This purchase will provide a complete set to be used for multiple sections of this course. Without it, students will be forced to use old and worn kits cobbled together and lacking in the quantities needed to give students the hands-on experience that is essential for learning Engineering concepts.

10. Health Occupations Equipment (Requestor: Health Occupations, Lu Crary) \$2,500

Item: Purchase new blood pressure cuffs, blood pressure machines, thermometers and pulse oximetry machines.

Justification: The skills lab contains ten (10) blood pressure cuffs approximately ten (10) years old, three (3) blood pressure machines these are approximately six (6) years old, newer tympanic thermometers and one (1) pulse oximetry machine which is over ten (10) years old. Medical equipment constantly evolves to be quicker and more accurate. The use of older equipment, while it does provide the technical basis for the skill, does not prepare the students adequately for the workforce. Each of these are an important aspect to teaching students how to take and critically analyze vital signs and setting up realistic simulations. The purchase of new equipment will ensure the students have access to current technology that they will be seeing in the workplace.

11. Child Development Center (CDC) (Requestor: Child Development Center Director, Karin Navarro) \$6,350

Item: Procure new furniture and developmental classroom materials to enrich the CDC learning environment. CDC will purchase:

- Exercise (6 Tricycles)
- Lunch or activities (1 small table, 12 chairs)
- Music (Instruments such as drums, tambourines, maracas)
- Culturally diverse materials (Puppets, clothing, dolls, books)
- Manipulative (Cause and effect toys , shape sorters, peg boards, interlocking & hammering toys, puzzles)
- Dramatic Play & Art (Play tables and chairs, dress up clothing, easels)
- Sensory /Science Area materials (Blocks, magnets & sensory tables)

Justification: What is being accomplished?

A wide variety of learning materials in the classroom set the stage for an engaging learning environment and provide opportunities for independent collaborative play and for growth in all developmental areas. In addition, the importance of reading and developing language skills through play has become common knowledge in the early childhood education to have a significant impact on emergent literacy and vocabulary skills, better preparing children for Kindergarten. The materials that we currently have are old and have not been replaced for many years. In addition to better preparing children for kindergarten, providing children with rich learning environments attracts high income families in the community, who help support the organization financially. These material will also provide the necessary foundations for our low income students who depend on quality preschool settings for their children.

12. Laser Cutter (Requestor: Art Department)

\$3,000

Item: Purchase laser cutter for the art department.

Justification: The art department has never had a laser cutter and this purchase of a single cutter will allow students access to advanced technology used in industry as standard equipment. The laser cutter cuts and allows engraving from a variety of materials, including paper, metals, fabric, plastic and wood. In particular this cutter will be beneficial to 3D Art programs. The outcomes for 3D classes include demonstration of a greater understanding of the elements and basic principles of design, as well as of the potentials and limitations of materials to create objects and convey meaning. The new laser cutter would facilitate this understanding.

Total \$200,000

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,District/College:

\$ 200,000.00

Describe the process the college used in prioritizing the recommendations for funding.

Mission College uses its Integrated Budget and Program Review Resource Request Process (IBP 3R) to identify and prioritize departmental needs, including equipment and technology within the college. Mission has a multi-level process to prioritize Program Review requests. This process involves data analysis, identification of specific criteria, such as impact to students and learning outcomes, age and functionality of equipment, and linking of the requests to Program and/or College Goals. Once the entry of Program Review is completed at the end of the fall semester, a two-prong approach to ranking begins—one on the instruction side of the house and one on the Student Services side.

Mission's concept is to begin prioritization at the ground level, since these faculty and staff have the best knowledge and understanding of what equipment and technology is needed in their respective areas. First, departments review all requests within their department. The departments then bring their requests to the Division Level, where discussion between department heads within the Division occur and each Division provides a higher level of ranking. Next, the Divisions come together at Division Council to review all the Instructional Requests and the Council identifies highest priorities following review and analysis of the entire Instructional listing. At the same time the Student Services are ranking within their individual areas and bringing those requests to Student Services Council for a combined student services ranking. Then at mid-spring semester, Student Services Instructional Council, which includes representatives from both Instruction and Student Services, prioritizes the entire college listing.

This combined all college list is then distributed to the College Budget Advisory Committee (CBAC), which establishes parameters for recommendation to GAP that provide guidance to the President on allocation of funding. The President allocates the funding based on a variety of potential funding sources that includes Land Corp Tech and Equipment, State Instruction, Lottery, Grants, Land Corp Lease, Foundation, Measure C Bond technology refresh funds and other sources. Items are identified to be compliant within the rules and parameters of the respective funding sources. Finally, the entire list is presented by the President to CBAC/GAP and the college at large at the beginning of the fall semester for procurement in the coming fiscal year. Mission endeavors to bring to LandCorporation a large cross-section of its requests, so that LandCorporation can understand the variety of needs across the college, especially for high cost programs such as the Sciences, Art and Music, and Health Occupations.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Vacuum pumps--Crystal filtration	Ashley Piekarski, Chemistry Dept. Chair and Dean Danny Nguyen	\$ 15,000.00

Description of items to be purchased:

Vacuum pumps are used to filter crystals from the supernatant. Both our general chemistry and organic chemistry labs will benefit from using this equipment.

Justification:

Lacking Vacuum Pump technology, the department is forced to continue to use water to vacuum filter crystals. Gallons of water are wasted with water filtration and staff time is consumed needlessly. Considering we are in a devastating drought, Chemistry has a goal of implementing green solutions to their labs and they are doing our best to think of ideas to be sustainable.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Melting Point Apparatus	Ashley Piekarski, Chemistry Dept. Chair and Dean Danny Nguyen	\$ 22,500.00

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,

District/College:

\$ 200,000.00

Description of items to be purchased:

Melting Point Apparatus for Organic Chemistry lab (up to 15 units, depending on final quotes.)

Justification:

The organic chemistry (Chem 12A and Chem 12B) students use the Melting Point Apparatus for almost every lab to characterize if they synthesized and purified the correct product. Our melting temps are getting old, and we would like to replace them with new melting temps. In addition, our department is adding curriculum in to our labs in other courses (Chem 002L, Chem 060, Chem 001B) which require melting temps to characterize their materials. Chem 002 and Chem 060 are housed in SCI 280 which does not have any melting temps and Chem 001B is housed in SCI 270 which does not have a class set of melting temps. Since organic chemistry is housed in SCI 260 and uses the melting temps every week, we cannot share this equipment. Therefore, we plan to put the new melting temps in SCI 260 for the organic chemistry students and salvage the older melting temps to distribute between SCI 270 and 280 for the other classes that need this equipment but do not use the melting temps as often. Melting point apparatuses work by using a small heated plate to heat a sample of solid chemical in a capillary tube. The students use a fraction of a gram of material loaded into a capillary tube (a test tube about the size of a pencil lead) and view the temperature at which it melts to confirm the identity of the substance. Melting point is an industry standard test for identity, and is a critical skill for a science major to possess.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Dissecting microscopes	Kelly Neary, Biology Dept. Chair and Dean Danny Nguyen	\$ 18,500.00

Description of items to be purchased:

17 dissecting microscopes

Justification:

These scopes would be used by Biology students and would finally bring the department to a point where we have a complete set of scopes, all of which are high quality, and all of which are the same brand. In Biology we use two types of scopes: compound and dissecting. Compound scopes allow us to focus very closely on histology slides to identify normal tissue, pathologies, or microbes. Dissecting scopes are lower resolution and are used in labs where you are viewing structures or organisms at a more macro level. In organismal biology, these scopes would be used to identify the different phyla of organisms. In genetics labs, they are used to analyze variation in fruit flies, for example. Scopes are also used for the dissection of animals and plants, to assist with identifying the smaller structures. All of these uses are typical for a Biology lab and will improve students understanding of concepts that, according to SLO and PLO assessments, students struggle with. By working with modern microscopes are students are better equipped for success, both in their classes at Mission and once they transfer.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Anatomical models	Kelly Neary, Biology Dept. Chair and Dean Danny Nguyen	\$ 35,000.00

Description of items to be purchased:

Complete set of anatomical models

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,

District/College:

\$ 200,000.00

Justification:

Anatomy can only be taught through the use of models and cadavers. The department is not equipped to have cadaver labs, so our labs are model based. The students need to see the structures, touch them, and manipulate them to understand them, and there are no fieldtrips or videos that can substitute for this. The existing models are very old and are showing their age. There are torsos and organs missing, as well as multi-piece organs that will no longer stay together because the pins have fallen off and models that are chipping from being handled by so many students over the many years since purchase. This is a multi-year project to systematically replace old models and add new ones to provide students with the hands-on learning needed for student success in learning at Mission and to prepare them for university-level coursework and/or professional programs in their educational future.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Arduino Starter Kit and robot shield	Clement Lam, Engineering Dept. Chair and Dean Danny Nguyen	\$ 3,500.00

Description of items to be purchased:

Arduino Starter Kit and robot shield for Engr30

Justification:

The Engineering 30 course was recently revised to match an Engineering course descriptor (C-ID). This new engineering course is very similar to our current course except that there is 1-unit devoted to programming and interfacing the software to the physical world. The Arduino kit is required to teach the learning objectives of the Engineering course, the C-ID course and the equivalent course at SJSU. Having the unit allows our students to be better prepared during their tenure at Mission and if they pursue other coursework after they leave Mission College.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Upgrade computers in MT-22 lab.	Helen Sun, CSIT Dept. Chair, Dean Mina Jahan	\$ 50,000.00

Description of items to be purchased:

Replace outdated computer technology

Justification:

MT-22 is used for Mission's CSIT Linux classes, and other programming languages such as C++ and Assembly. This lab is also used by Math Department for accessing Math Lab software and ESL Department for accessing the Internet. The software used in these classes require performance intensive hardware and up-to-date computers. This item is included on ETS's Technology Replacement Plan for 2016-17 and will assist students by offering fast speed computers that can handle the programs required.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
MC Staff Computer Replacement	Admin Services, Rick Bennett, VPAS	\$ 27,000.00

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,

District/College:

\$ 200,000.00

Description of items to be purchased:

Purchase 25 new staff computers according to IS replacement schedule.

Justification:

Upgraded Dell computers with SSD provide top performance and will allow staff to function more efficiently. The micro size of these computers provides for more desk space and increased functionality in an office environment. Last year Mission College spent \$75,000 upgrading staff desktop computer with many of them being 7 years old or greater. The college is now caught up with the really out of date computer replacement and will begin updating technology annually, based on a five year replacement cycle. Although college funded, these computers are supported by District IS.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
OrgSync Site License	Rachael Goldberg, Student Services Coordinator and John Mosby, VPSS	\$ 10,000.00

Description of items to be purchased:

OrgSync Site License

Justification:

OrgSync is the primary communication platform for Mission's virtual student life community, connecting to students outside of the classroom. OrgSync allows MC to meet accreditation standards requiring a virtual online community and greater communication for events and student life. OrgSync is a resource to stay connected outside of normal business hours. On the system, you will find information on all current campus clubs, campus news and other information to stay involved on campus. This platform improves information sharing, minimizes paper usage, tracks co-curricular involvement and generates various data reports needed for the College.

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Centralized Clinical Placement System	Dr. Shara Crary, Health Occupations Director and Dean Danny Nguyen	\$ 1,200.00

Description of items to be purchased:

Centralized Clinical Placement System (CCPS)

Justification:

CCPS is a regional placement system that is used to optimize and expand nursing student clinical placements within the nine-county San Francisco Bay Area. The use of this service allows for improved utilization of existing clinical placement capacity and as importantly, increased access to new clinical sites. Because clinical agencies can effectively manage a single schedule using this system, any school not participating would be at a disadvantage for securing placements for their students. These clinical

<u>Title</u>	<u>Requestor (include department)</u>	<u>Amount Requested</u>
Automatic External Defibrillator (AED)	Dr. Shara Crary, Health Occupations Director and Dean Danny Nguyen	\$ 800.00

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,

District/College:

\$ 200,000.00

Description of items to be purchased:

Replacement of AED's, including new pads.

Justification:

AED's wear out after 2-3 years of intensive use. Excessive wear means that the AED's do not function properly and inhibit effective training and student's practice.

Title	Requestor (include department)	Amount Requested
Sound System for Music Labs	Phil Hawkins Music Dept. Chair, ETS Greg Shaw, Dean Kathy Henderson	\$ 5,000.00

Description of items to be purchased:

Music Speaker System for 2 music lecture rooms (GC-302 and GC-125), including self-powered monitors, a small audio mixer, required cabling and a speaker mounting

Justification:

The sound systems that have been installed in Gillmor are inadequate, lacking in frequency response and volume. In addition, the audio controllers at each lecture station

Title	Requestor (include department)	Amount Requested
Art Skeleton	Mark Engel, Art Dept. Chair and Dean Kathy Henderson	\$ 1,500.00

Description of items to be purchased:

Single skeleton with stand for drawing classes.

Justification:

Art's existing skeleton used for life drawing is falling apart and needs to be replaced, so that students have accurate representation for art classes. The new skeleton will assist student's understanding of the body and their artistic performance.

Title	Requestor (include department)	Amount Requested
Tutoring Applications & iPads	Amelia Akers-Martin, Acad. Support Ctr. and Dean Kathy Henderson	\$ 10,000.00

Description of items to be purchased:

FY 2016/17 EMT Recommended Land Corp Funding for Technology Refresh/Instructional Equipment,District/College:

\$ 200,000.00

Tablet technology for students using the Academic Support (Tutoring) Center. Purchase includes hardware: 5 iPad Air 64GB devices, security cases, headphones, warranty, and a laptop to regularly configure and update the devices with educational apps. Software: 60+ apps in the areas of science, math, engineering, English reading, writing and grammar, ESL, humanities, foreign languages, and reference materials such as digital books and calculator apps.

Justification:

This program provides an innovative way to engage students using alternative, high-tech media and hardware. This program uses a wide variety of software that allows students to follow self-paced programs and especially is beneficial to those students who have different learning styles and ability levels. Tutoring sessions are available in STEM, Language Arts, Basic Skills and Humanities. This program is an extension of a beta-test conducted last year to great success. Tablet apps bring tutoring sessions alive and help students better understand concepts outside of the classroom. For example, a biology app allows students to view cells and tissues under magnification, a physics app for optics demonstrates how light travels through concave and convex mirrors, a human anatomy app provides a 3D atlas of every bone, muscle, nerve, and organ of the human body, a music app provides an entire piano keyboard in the tutoring center. Reference books, specialized calculators, and other utility apps loaded on the iPads provide tutors the information they need at their fingertips to assist their students during tutoring sessions. Students also spend time with the apps on their own after their appointments, reinforcing the concepts practiced in tutoring. iPads and apps give students up-to-date resources in an engaging delivery mode.

STATUS REPORT

FY 2015/16 Land Corporation Funded Student Assistance

College:	Mission College
Date:	May 9, 2016

<u>Item</u>	<u>Amount Funded</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Summary/Status</u>
Mission First Scholarship	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	50 local high school students were awarded \$1000 for the 15-16 academic year
	\$ -			\$ -	
Kickstart Ed Plan	\$ 25,000.00	\$ 15,000.00	\$ -	\$ 10,000.00	85 students in two sections of Counseling A will receive \$150 when completing course and 3SP requirements. These students are coming from our target Santa Clara high schools and Mission will be hosting a BBQ for the students and their families on 6/30/16. The funds will be spent by that time.
				\$ -	
Valor Center Staffing & Tutoring	\$ 10,000.00	\$ 10,000.00		\$ -	Staffing and Tutoring assistance for Veterans Affairs program in the Valor Center
				\$ -	
	\$ 85,000.00	\$ 75,000.00	\$ -	\$ 10,000.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

FY 2015/16 Recommended Land Corp Funding for Student Assistance FundingMission College

1. Mission First Requestor – John Mosby, Student Services \$50,000

Item: Provide \$1000 financial incentive for 50 students from local, service-area high schools to attend Mission College.

Justification: The Mission First program will be designed as a long-term commitment with Mission College and the Santa Clara Unified School District to provide additional opportunities for local service area students to achieve a college education.

Mission First offers ways for Santa Clara Unified High School District students to prepare for, enter and complete college. This unique partnership with Mission College will provides free tuition and/or books up to \$1,000 per student Mission First helps create a college-going culture with an expectation of success in achieving academic and career goals leading to transfer to CSU, UC and Private Institutions, as well as technical program certification and graduation.

This initiative will increase enrollment and FTES for the College and District.

2. Kickstart Ed Plan – 1+2+3 Program Requestor – John Mosby, Student Services \$25,000

Item: Students who enroll into a college orientation class and who complete an abbreviated education plan receive an incentive of \$100 toward their educational costs.

Justification: This program began at Mission College last year. Previously, CC campuses were required to provide Matriculation Program core services, but students were not required to receive those services. Today, students' completion of core services as Assessment, Orientation and the development of an Education Plan, together with other academic and progress criteria, provides them a highest registration priority status each registration cycle, afterward.

This aligns with the goal of Mission College for students to successfully navigate and complete their academic goal creating an Ed Plan towards transfer and completion. The 1-2-3 program was tested in spring 2015 and the encouraging results justify additional expenditures to continue to advance the adoption of Ed Plans. This program will increase the number of completed Ed Plans and allow for higher funding levels within the SSSP program.

Total	\$75,000
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FY 2016/17 Recommended Land Corp Funding for Student Assistance Fund

Item: Student Assistance Fund (POC: Brad Davis/Daniel Peck)

\$150,000

Justification: The Advancement Foundation's return on investments for CY 2015 was -2.54%. As a result, no endowment funds were made available to both colleges for scholarships for FY 2016-17. Thus, the college presidents requested a grant of \$250,000 for scholarship awards. The primary recipients of this new college scholarship program will be recently graduated high school students attending either Mission College or West Valley College. Scholarship awards would be provided as assistance for tuition and/or other educational related expenses. The Land Corporation Board approved this request at its March 15, 2016 meeting.

The Land Corporation Board has also provided \$150,000 annually to both colleges for student assistance. The two colleges are requesting this same amount for FY 2016-17 to augment the grant received on March 15, 2016. Hence, the colleges would have a total of \$400,000 available for scholarship awards to recently graduated high school students in the college's service area that would be attending either Mission College or West Valley College.

STATUS REPORT

FY 2015/16 Land Corporation Funded Entrepreneurial Fund

College:	District
Date:	May 12, 2016

<u>Item</u>	<u>Amount Funded</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Summary/Status</u>
Alumni Engagement Project	\$ 13,344.00	\$ 5,010.00	\$ 8,334.00	\$ -	Carryover encumbrance
				\$ -	
Earth Stewardship Sym	\$ 3,100.00	\$ 3,100.00		\$ -	
				\$ -	
Harris Connect Services	\$ 24,280.00		\$ 24,280.00	\$ -	Carryover encumbrance
				\$ -	
Community Leader Breakfast	\$ 4,703.00	\$ 4,703.00		\$ -	
				\$ -	
WVC Professional Develop	\$ 2,391.00	\$ 2,391.00		\$ -	
				\$ -	
	\$ 47,818.00	\$ 15,204.00	\$ 32,614.00	\$ -	
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FY 15/16 Entrepreneurial Funds

- 1) **Alumni Engagement Project:** This money (\$13,344.00) is being used to hire an outside contractor to reach out to past students and arrange special specific discipline events for alumni who graduated in the past from either West Valley or Mission Colleges, so we can reconnect with our alumni base. Then the college can hold special events, invite them to major celebrations like last year's WVC 50th anniversary celebration, and also solicit donations for the college.

- 2) **4th Annual Earth Stewardship Symposium:** This project was a two-day event organized and hosted by the Global Citizenship and Sustainability Committees for the students, college community, and the public (\$3,100.00). It was held on April 21 & 22, 2016, and the venues were packed with attendees throughout the event. There were three documentary screenings followed by panels of faculty and related experts. The three documentaries included the following:
 - *"This Changes Everything"* focused on the grass roots level demonstrations against big business and protecting the livelihood and ecosystems inhabited by local and native communities and cultures.
 - *"Biomimicry"* explained the science of finding design solutions in nature's intelligent designs.
 - *"The True Cost"* is about the declining price of clothing and the resulting human and environmental costs of manufacturing fast fashion.Author Toby Hemenway spoke about his new book *Permaculture, Regenerative Design for Urban, Suburban and Town Resilience*, followed by a book signing. Artist Newton Harrison, professor of Art at UC Santa Cruz spoke of his community enhancing open space art projects throughout the world.

- 3) **Professional Development Activities:** West Valley had two professional development opportunities for faculty in August 2015 and then again in January 2016. The course supplies and catering for these trainings were paid for by the Entrepreneurial funds (\$2,391.00). The August training focused on faculty training to smooth transition to the canvas course management system. The second training in January was presented by "The Dream Dean" Bill Johnson and was three days of exploration of the Purpose and Vision Navigation Certification Training, which helps faculty to guide students in discovering their dreams and visions for their futures.

- 4) **Harris Connect:** Harris Connect Services has been hired (\$24,280.00) by the Advancement office and the Chancellor to do a search to find the current contact information for alumni by using their archived past addresses, names, and contact information for the Alumni

Engagement Project mentioned above. Some alumni records are in electronic format and some are recorded on paper/laser fiche. Harris Connect worked with IS to research and then construct a new database of alumni for use by the contracted Alumni Engagement Consultant when reaching out to our former students.

- 5) **Mission College Community Leadership Breakfast:** The Community Leadership Breakfast was a joint project with Mission College, the WVM Foundation Board and the Advancement Office. Hospitality Management catered the business leadership breakfast (\$4,703.00) held at Mission College on November 12, 2015. Over 90 people from various government agencies, businesses, and community organizations attended the breakfast to hear a presentation about Mission College and to give their input on possible collaboration and training opportunities that could be implemented by and/or contracted with Mission College.