

**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 2, 2017

5:00 p.m.

TAV 130

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 7, 2017**
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**
(Legal counsel will join the meeting by phone to discuss attorney-client privileged issues)

Negotiations with Lakha Properties – Santa Clara, LLC, regarding issues associated with its ground lease and the potential land revaluation and ground rent adjustment pursuant to certain terms of the ground lease

Property: 3101 Mission College Blvd.

Negotiators: Jack Kent and Howard Slavitt

Negotiating Parties: Lakha Properties – Santa Clara, LLC, and the Land Corporation

8. Report of Action taken in Closed Session

This item may include a report of actions taken in closed session as described above.

9. Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of March 31, 2017

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 March 31, 2017.

10. Review, consideration and possible action to accept the First Quarter Investment Report of the Land Corporation as of March 31, 2017

This item may include review, consideration and possible action to accept the First Quarter Investment Report of the Land Corporation as of March 31, 2017.

11. Review, consideration and possible action to approve a Tentative Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017

This item may include review, consideration and possible action to approve a Tentative Operating Budget for the 2017-18 fiscal year beginning on July 1, 2017.

12. Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

13. Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

14. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

15. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

16. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

17. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 to include a specific funding amount for the Colleges' Scholarship Program as identified in the Allocation of Funds Policy**

This item may include review, consideration and possible action to amend the FY 17-18 Operating Budget as described above. This item will include a review on the performance of the colleges' programs for FY 16/17.

18. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

19. **Review, consideration and possible action to amend the Operating Budget for the 2017-18 Fiscal Year beginning on July 1, 2017 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 17-18 Operating Budget as described above.

20. Directors' Comments

21. Adjournment

MISSION-WEST VALLEY LAND CORPORATION

Board of Directors

Regular Meeting

Minutes

March 7, 2017

1. Call to order

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

2. Roll Call

Directors Susan Fish - President, Adrienne Grey (arrived 5:16pm), Anne Kepner (absent), Randi Kinman, Jack Lucas (arrived at 5:34pm), 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/Kinman, 4/0/0, with Grey, Kepner and Lucas 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 24, 2017

The January 24, 2017, meeting minutes were approved as presented. (Owens/Kinman, 4/0/0, with Grey, Kepner and Lucas absent and not voting)

6. Officers' Report

There was no report.

7. Closed Session and possible direction to negotiators

Adjourned to closed session at 5:01pm

8. Report of Action taken in closed Session

Resumed regular session at 5:22pm. There was no action to report.

9. Review, consideration and possible action to amend the FY 16/17 Operating Budget to transfer the FY 15/16 amount of \$550,698 to the Endowment Fund/Advancement Foundation

Mr. Maduli reported that, per the Allocation of Funds Policy, 10% of the Land Corporation's gross annual ground lease revenue is contributed to the Foundation Endowment Fund pending the receipt of the Foundation's annual audit and a report by the Foundation Board. Out-going Foundation President Dave Sandretto, in-coming Foundation President Bill Cooper, and Foundation Treasurer and Finance Committee Chair Bill McFarland provided information on the Foundation's investment earnings, Scholarship allocation, and annual audit. It was reported that the annual audit presented "fairly," which means it was a clean audit.

Mr. Owens noted that the agreement between the Land Corporation and the Foundation has lapsed. He would like the new agreement to better outline how scholarships are awarded and see more of the money used to bring new students to the colleges as opposed to awarding existing students. Mr. Sandretto stated that the Foundation Board has been discussing that same issue and would be amenable to changing the criteria. In the next several weeks, Chancellor Schmitt will schedule a meeting to discuss a new agreement.

There was a motion by Owens, seconded by Grey, to "amend the FY 16/17 Operating Budget to transfer the FY 15/16 amount of \$550,698 to the Endowment Fund/Advancement Foundation." The motion passed. (6/0/0, with Kepner absent and not voting)

10. Review, consideration and possible action to accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of January 31, 2017

There was a motion by Owens, seconded by Kinman, to "accept the January 31, 2017, Statement of Revenues, Expenditures and Net Assets as presented." The motion passed. (6/0/0, with Kepner absent and not voting)

11. Review, consideration and possible action to amend the FY 16/17 Operating Budget to increase budget for audit, legal, and consultant expenses

Mr. Maduli reported that, due to on-going negotiations with Lakha Properties, additional monies are needed to cover expenses for legal and consulting services. In addition, the cost for completing the Land Corporation's annual audit slightly increased. As a result, he is asking that the FY 16/17 Operating Budget be increased as follows:

- Audit budget - increase by \$500
- Legal budget – increase by \$70,000
- Consultant budget – increase by \$25,000

There was a motion by Owens, seconded by Watanabe, to “amend the FY 16/17 Operating Budget to increase budget for the audit by \$500, legal by \$70,000, and consultant by \$25,000.” The motion passed. (6/0/0, with Kepner absent and not voting)

12. Investment Committee Report

Ms. Grey provided a brief report. She indicated that since it was the first committee meeting it was mostly educational. In the future, handouts provided to Investment Committee members will also be provided to all Land Corporation Directors.

13. Status report on FY 2016-17 Teaching & Learning Innovation Fund

The college Presidents and Vice Presidents of Administrative Services provided reports as described above. Mr. Owens noted that Mission College was allocated \$50,000 and only \$4,000 had been expended. President Peck indicated that the majority of the funds would be expended prior to year-end.

14. Status report on FY 2016-17 Student Success Innovation Fund

The college Presidents and Vice Presidents of Administrative Services provided reports as described above.

15. Status report on FY 2016-17 Capital Improvements funds

Mr. Maduli indicated that sufficient funding had been provided for previously identified capital improvement projects and that any unallocated funds would be carried forward per the Allocation of Funds Policy.

16. Status report on FY 2016-17 Special Projects Fund

Mr. Maduli reported that funding for the web redesign projects at the colleges has not yet been expended but will be encumbered pending approval of board items going forward at the March 7 meeting and April 4 meeting.

17. Status report on FY 2016-17 Technology Refresh & Instructional Equipment funds

The college Presidents and Vice Presidents of Administrative Services provided reports as described above.

18. Status report on FY 2016-17 Student Assistance (other student assistance) funds

The college Presidents and Vice Presidents of Administrative Services provided reports as described above.

19. Status report on FY 2016-17 Entrepreneurial Fund

Chancellor Schmitt reported on the Entrepreneurial Fund.

20. Preliminary discussion on FY 17/18 funding allocations per the Allocation of Funds Policy

Per the Allocation of Funds Policy, Mr. Maduli provided recommendations for FY 17/18 funding allocations totaling \$2,725,000. Detailed plans for the allocations, and requests for approval, will be presented at the May 2 meeting. Mr. Owens expressed concern about funding for maintenance items – scheduled maintenance, capital improvements, and special projects. Mr. Maduli assured him that each item is distinct and separate.

21. Directors' Comments

None.

22. Adjournment

Meeting adjourned at 6:07pm.

May 2, 2017

To: Board of Directors
Mission-West Valley Land Corporation

From: Jerry Donnard
Bookkeeper

Subject: March 2017 Financial Statement

Attached is the financial statement for March 31, 2017.

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 March 31, 2017

	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	\$ 712,500
<i>Sobrato/S-3: Phase I</i>	1,764,423	147,393	1,314,144
<i>Sobrato/S3: Phase II</i>	1,822,465	152,405	1,314,294
<i>Quality Technology</i>	1,237,210	103,101	927,907
<i>General Interest Revenue</i>	17,000	-	15,105
Gross Revenue	\$ 5,791,098	\$ 482,066	\$ 4,283,950
Change in Value of Investments		\$ 23,432	\$ 48,883
Total Revenues	\$ 5,791,098	\$ 505,498	\$ 4,332,833
Expenses:			
Administrative and Operating Expenses			
<i>Audit & Tax Preparation Services</i>	\$ 14,000	\$ -	\$ 14,000
<i>Office Supplies</i>	500		
<i>Property Taxes</i>	540		537
<i>Insurance</i>	1,700		
<i>Legal Fees</i>	120,000	5,282	111,175
<i>Financial Services</i>	7,000	180	3,623
<i>Consultant</i>	50,000	9,305	41,667
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,443,524	-	872,207
Total Administrative and Operating Expenses	\$ 1,637,264	\$ 14,767	\$ 1,043,208
Scheduled Maintenance			
<i>16/17 Scheduled Maintenance</i>	\$ 200,000	\$ 15,207	\$ 100,800
Total Scheduled Maintenance Expenses	\$ 200,000	\$ 15,207	\$ 100,800
Excess of Revenues Over Expenses Before Special Project Expenses			
	\$ 3,953,833	\$ 475,524	\$ 3,188,824
Special Projects Ongoing			
<i>Special Projects 15/16</i>	\$ 88,017	\$ 6,208	\$ 42,345
<i>Special Projects 16/17</i>	390,000	\$ 5,000	\$ 43,544
<i>ADA Transition Plan for WVC</i>	27,309	9,775	22,842
<i>MC Educational & Facility Master Plan</i>	125,000	37,666	70,359
<i>Teaching & Learning Innovation Fund</i>	100,000	3,507	43,754
<i>Student Success Innovation Fund</i>	50,000	3,639	13,897
<i>Capital Improvements</i>	1,100,000	47,573	317,082
<i>Tech Refresh & Instructional Equipment</i>	400,000	15,909	192,468
<i>Student Assistance</i>	150,000	-	25,551
<i>Entrepreneurial Fund</i>	75,000	6,714	47,266
Total Special Projects Expenses	\$ 2,505,326	\$ 135,990	\$ 819,107
Excess of Revenues Over Expenses			
	\$ 1,448,507	\$ 339,534	\$ 2,369,717
<i>Current Year Contributions to Endowment Fund</i>	\$ 577,410		
<i>Assignment of Interest to Endowment</i>	2,731		
Total 16-17 Endowment Contribution	\$ 580,141	\$ -	\$ -

Statement of Changes in Fund Balance

Statement of Revenues
and Expenses From June
30, 2016

Net Assets June 30, 2016	\$ 8,968,668
less Amortization of Prepaid Expenses	\$ 14,977
	\$ 8,953,691

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 550,699
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 562,825
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 3,823,465

Excess of Revenues over Expenses in 16-17	\$ 1,448,507
less Amortization of Prepaid Expenses	\$ 14,977
Projected net increase in fund balance	\$ 1,433,530

Transfer of Endowment to Adv. Foundation

Projected Net Assets June 30, 2017	\$ 10,387,221
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Restrictions and Designations of Net Assets	
Endowment Fund	\$ 1,130,839
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 547,848
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 4,691,832

Current Month Cash Balance:

Month End Checking Acct Balance	\$ 4,055
Month End LAIF Acct Balance	\$ 6,465,175
Fidelity Investments as of 3/31/2017	\$ 5,048,884

Previous Month Cash Balance:

Month End Checking Acct Balance	\$ 278,850
Month End LAIF Acct Balance	\$ 5,865,175
Fidelity Investments as of 1/31/2017	\$ 5,025,451

**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	\$549,313	\$2	\$550,699	0.55% Actual	\$1,385	
Sep 2016		\$826	\$551,525	0.60% Actual		\$7,065,773
Dec 2016		\$938	\$552,462	0.68% Actual		
Mar 2017		\$483	\$552,946	0.35% Estimate		
Jun 2017	\$577,410	\$484	\$1,130,839	0.35% Estimate	\$2,731	

Outstanding Balance

2015/2016 \$550,698

Total \$550,698

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

Fiscal 2017-2018

	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>	1,764,423		
<i>Sobrato/S3: Phase II</i>	1,822,465		
<i>Quality Technology</i>	1,237,210		
<i>General Interest Revenue</i>	25,000	-	
Gross Revenue	<u>\$ 5,799,098</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Value of Investments			
Total Revenues	<u>\$ 5,799,098</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses:			
Administrative and Operating Expenses			
<i>Audit & Tax Preparation Services</i>	\$ 14,500		
<i>Office Supplies</i>	500		
<i>Property Taxes</i>	540		
<i>Insurance</i>	1,700		
<i>Legal Fees</i>	120,000		
<i>Financial Services</i>	7,000		
<i>Consultant</i>	50,000		
<i>WVMCCD Rent Fees (25% of Revenues)</i>	1,443,524		
Total Administrative and Operating Expenses	<u>\$ 1,637,764</u>	<u>\$ -</u>	<u>\$ -</u>
Scheduled Maintenance			
<i>16/17 Scheduled Maintenance</i>	\$ -		
Total Scheduled Maintenance Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of Revenues Over Expenses Before Special Project Expenses	<u>\$ 4,161,333</u>	<u>\$ -</u>	<u>\$ -</u>
Special Projects Ongoing			
<i>Special Projects 15/16</i>			
<i>Special Projects 16/17</i>			
<i>ADA Transition Plan for WVC</i>			
<i>MC Educational & Facility Master Plan</i>			
<i>Teaching & Learning Innovation Fund</i>			
<i>Student Success Innovation Fund</i>			
<i>Capital Improvements</i>			
<i>Tech Refresh & Instructional Equipment</i>			
<i>Student Assistance</i>			
<i>Entrepreneurial Fund</i>			
Total Special Projects Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of Revenues Over Expenses	<u>\$ 4,161,333</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Current Year Contributions to Endowment Fund</i>	\$ 288,705		
<i>Assignment of Interest to Endowment</i>	6,800		
Total 17-18 Endowment Contribution	<u>\$ 295,505</u>	<u>\$ -</u>	<u>\$ -</u>

Statement of Changes in Fund Balance

Projected Statement of
Revenues and Expenses
From June 30, 2017

Net Assets June 30, 2017	\$ 10,402,198
less Amortization of Prepaid Expenses	\$ 14,977
	\$ 10,387,221

Restrictions and Designations of Net Assets	
Endowment Fund	\$ 1,130,839
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 547,848
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 4,691,832

Excess of Revenues over Expenses in 17-18	\$ 4,161,333
less Amortization of Prepaid Expenses	\$ 14,977
Projected net increase in fund balance	\$ 4,146,356

Transfer of Endowment to Adv. Foundation

Projected Net Assets June 30, 2018	\$ 14,533,577
Restrictions and Designations of Net Assets	
Endowment Fund	\$ 1,426,345
Land	\$ 16,702
Reserve for Prepaid Commission	\$ 532,871
Contingency Reserve	\$ 4,000,000
Undesignated Fund Balance	\$ 8,557,660

**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	
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	\$549,313	\$2	\$550,699	0.55% Actual	\$1,385	
Sep 2016		\$826	\$551,525	0.60% Actual		\$7,065,773
Dec 2016		\$938	\$552,462	0.68% Actual		
Mar 2017		\$483	\$552,946	0.35% Estimate		
Jun 2017	\$577,410	\$484	\$1,130,839	0.35% Estimate	\$2,731	
Sep 2017		\$1,696	\$1,132,536	0.60% Estimate		
Dec 2017		\$1,699	\$1,134,235	0.60% Estimate		
Mar 2018		\$1,701	\$1,135,936	0.60% Estimate		
Jun 2018	\$288,705	\$1,704	\$1,426,345	0.60% Estimate	\$6,800	

Outstanding Balance

2015/2016	\$550,698
2016/2017	\$580,141
Total	\$1,130,839

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

2017-18 LAND CORP CAPITAL PROJECTS

PROJECT LIST



West Valley - Mission

Community College District

2017-18 Land Corp Capital Projects Funding

Priority	Location	Project Description	Project Estimate	17-18 LCCP Fundng	
				Project Estimate	Funding/Balance
17-18 Land Corp Capital Projects Funding					\$ 1,000,000.00
		MISSION COLLEGE PROJECTS			\$ 500,000.00
1	MC	Upgrade Sand Volleyball Complex	\$ 150,000.00	\$ 150,000.00	\$ 350,000.00
2	MC	Puente and Honors Program Space Remodel	\$ 80,000.00	\$ 80,000.00	\$ 270,000.00
3	MC	Upgrade EV Charging Stations	\$ 10,000.00	\$ 10,000.00	\$ 260,000.00
4	MC	Adjunct Faculty Remodel - Gillmor Center - GC 114	\$ 60,000.00	\$ 60,000.00	\$ 200,000.00
5	MC	Mission College Office Space Additions	\$ 200,000.00	\$ 200,000.00	\$ -
		Mission College Subtotal	\$ 500,000.00	\$ 500,000.00	
		WEST VALLEY PROJECTS			\$ 500,000.00
1	WVC	Riparian Corridor Maintenance	\$ 65,000.00	\$ 65,000.00	\$ 435,000.00
2	WVC	Upgrade Clocks - Campus Wide	\$ 60,000.00	\$ 60,000.00	\$ 375,000.00
3	WVC	HVAC and Plumbing Upgrades - Campus Wide	\$ 100,000.00	\$ 100,000.00	\$ 275,000.00
4	WVC	Roof Repairs - Campus Wide	\$ 25,000.00	\$ 25,000.00	\$ 250,000.00
5	WVC	Tree and Debris Removal	\$ 60,000.00	\$ 60,000.00	\$ 190,000.00
6	WVC	Emergency Lighting Replacement - Campus Wide	\$ 75,000.00	\$ 75,000.00	\$ 115,000.00
7	WVC	Fencing & Signage - Campus Wide	\$ 25,000.00	\$ 25,000.00	\$ 90,000.00
7	WVC	Painting of Overhang at Science & Math	\$ 30,000.00	\$ 30,000.00	\$ 60,000.00
8	WVC	New LED Lighting at Science & Math	\$ 60,000.00	\$ 60,000.00	\$ -
		West Valley Subtotal	\$ 500,000.00	\$ 500,000.00	
		Total/Balance	\$ 1,000,000.00	\$ 1,000,000.00	

FY 2017-18 Recommended Land Corp Funding For Special Projects

- 1. Board Room Upgrade (POC: Patrick Schmitt) \$300,000

Item: Fund the upgrade of the Board Room

Justification: Technology and furniture upgrades are needed for the Board Room.

- 2. WVC Study Abroad Program (POC: Brad Davis) \$50,000

Item: Fund the Study Abroad Program for WVC

Justification: West Valley College is building on many efforts of individual faculty members, as well as on the persistent work of the Global Citizenship Committee, to create a comprehensive, cohesive, and multi-faceted Study Abroad Program that will enrich students, faculty and the entire college community. During this spring semester, the Study Abroad Program will work to establish an infrastructure, criteria and procedures to awarding scholarships to students and faculty members to send students and faculty members to seminars abroad and to create a short-term trip and an opportunity for students who cannot travel outside the United States.

- 3. MC Study Abroad Program (POC: Daniel Peck) \$50,000

Item: Fund the Study Abroad Program for MC

Justification: Mission College is developing a coordinated, sustainable Study Abroad Program. Such a program would include a variety of offerings including short-term trips abroad, service learning opportunities, and the potential for exchange programs. Collectively, creation of a full program will enrich the campus experience and provide a more well-rounded offering of services and programs to existing and potential students. Funding will provide for development of the program, training, release time for a program coordinator, and scholarship for students.

- 4. Alumni Engagement Project (POC: Patrick Schmitt) \$30,000

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

Justification: Funding will allow the consultant to build on efforts started in FY 2016/17 to reach out to alumni.

TOTAL	\$430,000
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FY 2017/18 Recommended Land Corp Funding for Technology Refresh/Instructional Equipment

Mission College

Mission College uses its Integrated Budget and Program Review Resource Request Process (PRRR) to identify and prioritize departmental needs, including equipment and technology within the college. Mission has a multi-level process to prioritize Program Review Resource requests. This process involves data analysis, identification of specific criteria, such as impact to students and learning outcomes, assessment, age and functionality of equipment, and linking of the requests to Program, SLO and/or College Goals. After entry of Program Review each year, 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 encourage prioritization at the ground level, since our faculty and staff have the best knowledge and understanding of what equipment and technology, or facilities projects are needed in their respective areas. First, a CBAC Task Force review all requests and our ETS, Marketing & Facilities departments prioritizes their needs. For technology specifically, Mission has a 7 year plan called Education Technology Request Inventory System (ETRIS) and uses this plan to validate the requests and to keep the plan current. The task force then sends the list of validated requests to the Departments, who rank 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.

The submittal below is an outline plan of how Mission College intends to spend the fund to improve college operations. Actual expenditure may vary within the items, depending on detailed procurement outcomes. Mission endeavors to bring to Land Corporation a large cross-section of its requests, so that Land Corporation can understand the variety of needs across the college, especially for high cost programs such as the Sciences, Art and Music, Hospitality, Health Occupations, Disabled Student Support Services and support of Mission's Instructional network.

1. Revamp and update Hospitality Management’s Audio Visual Network & Equipment (Requestor: Hospitality Management – Haze Dennis and ETS—Ryan Kapowich, Greg Shaw & Dat Nguyen. AJ025) **\$60,000**

Item: Conversion of Antiquated Crestron control system to Mission’s standard Extron System and updated instructional technology including new and larger monitors, sound system improvement and new brighter overhead projector system.

Justification: The backbone of the network at the Hospitality Management Building is antiquated and needs platform update. Combined with updated technologies for audio and visual production, this project will provide state of the art systems, clearer presentations and better sound quality. Funding for the project will be supplemented by other college funds.

2. Nursing Simulation Lab for Birthing (Requestor: Carol Brockmeier, Health Occupations Dept Chair, Danny Nguyen (AN089) **\$32,000**

Item: Create a Birthing Simulation Lab in Gillmor-222 with state of the art mannequin, integrated simulation technology and observation equipment.

Justification: Create a new area focused on birthing simulations to complement the existing RN simulation area. Simulations are effective teaching tools to provide MC students with the most realistic hands-on training to prepare them for clinical practice. Such training is required as part of the curriculum and mandated by the respective boards and agencies. Obstetrics/gynecology topics are some of the most challenging topics for our students to learn and instructors to teach, and without such a simulation environment, our students will not meet the learning objectives, pass exams and be prepared for the clinical settings. Will be used by all Health Occupations programs

3. MC Staff Computer Replacement (Requestor: VPAS, Rick Bennett AD024) **\$6,000**

Item: Purchase new staff computers according to District IS replacement schedule.

Justification: Upgraded Dell computers with SSD provide top performance allow staff to function more efficiently. The micro size of these computers provides for more desk space and increased functionality in an office environment. In the last two years Mission College spent \$75,000 and \$35,000 upgrading staff desktop computers with many of them being 7 years old or greater. The college is now caught up with the out-of-date computer replacement and will begin updating technology annually, based on a four to five-year replacement cycle. Although college funded, these computers are supported by District IS.

4. Instructional Network Redundancy Project (Requestor: ETS – Dat Nguyen AD021) **\$85,000**

Item: Purchase hardware, software, and equipment to create a redundancy system for MC's instructional server network and its virtual desktop and virtual machine infrastructure system (VDI/VMI).

Justification: It is critically important for Educational Technologies ETS to build a DR (Disaster Recovery) solution for our server systems (including data storage for all instructional support systems.), so that the instructional mission continues in the event of system failure. Redundancy and DR will further improve load balancing, mitigate data loss and increase flexibility for operational efficiency. This has been planned for several years as we consolidated servers and sought funding to improve our throughput, speed, security and operations and now the next piece of the puzzle, network redundancy.

5. Disability Support Programs & Services (DSPS) Software (Requestor Nan Biltz, Debra Williams (SS0102 & SS099)) **\$17,000**

Item: Purchase the following Adaptive & Assistance Software Programs: Firefly by Kurzweil- 2 year license renewal, Duxbury Braille Translation upgrade, Dragon Naturally Speaking Professional v. 15, JAWS Software Maintenance Agreement (SMA) for v. 19 and v 20., ZoomText Server 15 seat Windows Network License and ZoomText, 5 licenses for Mac

Justification: Mission's DSPS uses Adaptive Software in both the Student Computer Lab (19 computers) and in our 7 Student Workstations for students with disabilities. DSPS must regularly upgrade our assistive technology so that we can stay current with the technology solutions we offer students with disabilities. DSPS utilizes these assistive software programs in our Academic Assistance courses, in the DSPS student computer lab, in classrooms and labs as needed to provide student accommodations, and in strategic locations throughout the college, such as the Library, where accessibility creates a welcoming and productive learning environment.

Students with sight disabilities require special software to enhance size beyond what is available as a standard. Students with learning disabilities require software that allows digital texts to be loaded, read aloud at the same speed as the student reads and others require programs that allow Speech to Text, such as Dragon, for them to write college level reports. Continuous improvements in assistive technology must be acquired to provide students the best and most productive learning experience. This software purchase will keep DSPS current with these critical programs and allows Mission's DSPS Program to offer the best technological solutions to our students.

Total \$200,000

FY 2017-18 Recommended Land Corp Funding for Technology Refresh/Instructional Equipment

West Valley College

West Valley College employs both a participatory resource allocation process and managerial oversight to identify projects and their associated funding priorities. As an aspect of Integrated Planning, Program Review submissions identify resource needs for specific areas of the college. These submissions are reviewed by both SLAPEC and the Budget & Resource Allocation Committee (BRAC). As a part of BRAC's responsibilities, the committee establishes funding priorities for the requests, some of which may be addressed during the current fiscal year if the need is urgent and funds exist, and others that may be scheduled for future funding. BRAC may also be asked to consider requests directly when there are immediate needs to replace equipment or to acquire items to address unforeseen issues. These same parameters drive administrative decisions related to institutional needs.

The college has multiple funds available to underwrite projects and to acquire equipment, some of which allow greater latitude than others. Application of funds is a managerial aspect of project and asset funding; there are often overlaps in the specific rules for fund use. Often, requests for instructional equipment, for example, may be equally considered for State Instructional Equipment, Library Materials (IELM) funding or for funds provided by Land Corp for Technology Refresh/Instructional Equipment. At the time of acquisition, a financial management decision may remove an item from the Land Corp list, substituting another item of more urgent priority that does not qualify for IELM, for example, but can be funded by Land Corp. Equally, management may identify an urgent request that is best funded through IELM, requiring an item to be moved into the Land Corp list ahead of other items on that list.

Therefore, when examining the items listed below, please consider that these are currently suggested priorities that may well be altered during the ensuing Fiscal Year, based upon the institution's best interests at the time the decision is made.

Requested Amount	Description of Planned Project or Resource
\$30,000	Pool of funds to replace equipment that is obsolete, damaged, or otherwise unsuitable for current use. Usable equipment may be reallocated to other purposes. May be used for computing, computing-related, instructional, or non-instructional equipment, software, materials, etc. Justification: Replacement of older equipment is an on-going project for the college.
\$65,000	Art Program: Refresh 3D Art Lab equipment: Potters' wheels, stools, slab roller, mixer, tables, tools, shelving, and related items for ceramics lab.

	<p>Justification: Current equipment is decades old, deteriorating, and presents some safety concerns as well as an inability to properly serve students. Striving for national accreditation, the art studio's student facilities need to be upgraded.</p>
\$11,000	<p>Kinesiology program: Kaiser Functional Trainers, upgrade for expanding Pilates training for both physical education and intercollegiate athletes.</p> <p>Justification:</p>
\$15,000	<p>Intercollegiate Athletics: Protective screen for batting practice.</p> <p>Justification: the screens are effectively a safety precaution for training. Current equipment is old and in need of replacement. Softball is a successfully expanding team sport for the college.</p>
\$26,000	<p>Kinesiology program: Weight platform and weights, kettle bells, agility ladders for weight-training classroom, updating current equipment.</p> <p>Justification: Weight training program for physical education and intercollegiate athletes expanding into an additional area.</p>
\$12,500	<p>Intercollegiate Athletics: Ultrasound and electronic stimulation units for training room.</p> <p>Justification: Current equipment used by all intercollegiate athletes is 15 years or older and needs to be updated to enable better treatment.</p>
\$40,500	<p>Student Center Club Room Teleconference: Add "ZoomRoom" capability to the Student Center Club Room; equipment cost.</p> <p>Justification: Per the Chancellor's request, a ZoomRoom was created through college enterprise funding as a demonstration site in Fox 211. The demonstration proved successful but the room's limited occupancy hinders use for larger groups, such as District Council. This project will add to the college's ability to teleconference. Other ZoomRooms are also being considered in key conferencing locations. Zoom technology has been adopted by the state Chancellor's Office as a standard teleconferencing technology.</p>
\$200,000	Total Land Corp Requests Fiscal Year 2017-18