

Mission-West Valley Land Corporation

Policy on Allocation of Funds

Approved May 7, 2019

Allocation of Funds Policies

- A. The Mission-West Valley Land Corporation (“the Land Corporation”) will pay rent to the West Valley-Mission Community College District (“the District”) in an amount equal to 25% of the gross annual (fiscal year) ground lease revenues received by the Land Corporation.
- B. The Land Corporation will typically not consider requests for funding of on-going District or college operations or for other annual or continuing expenses of the District or colleges, except as otherwise specifically provided within these policies.
- C. The Land Corporation will consider any appropriate requests for funding only after providing adequate funding for the fiduciary and financial responsibilities of the Land Corporation itself.
- D. The Land Corporation shall maintain at all times a Contingency Reserve of no less than \$4,000,000 or an amount equal to its annual debt service payments, whichever is greater. These funds may be invested.
- E. The Land Corporation shall not assume annual debt service obligations in excess of 50% of its then scheduled gross annual ground lease revenues.
- F. The Land Corporation shall allocate \$150,000 to the District to establish two Innovation/Improvement Funds operated by the District.
 - F.1. \$100,000 (\$50,000 to each college) shall be allocated to a Faculty Teaching and Learning Innovation/Improvement Fund designed to support both full-time and part-time faculty who have innovative and improvement ideas about teaching and learning and need funds to make them real. The approval process will consist of proposals being developed, acknowledged by the program’s dean, and submitted to a college review committee composed of faculty from the two colleges. Recommended proposals will go to the college president for final review and approval. Innovative/improvement projects will be considered and funded on a quarterly basis. Reports on funded proposals will be given to the Land Corporation quarterly. Any future Land Corporation contributions to this fund shall be discretionary on the part of the Board and generally shall only consist of the dollars required to bring the fund balance back to \$100,000.
 - F.2. \$50,000 (\$25,000 to each college) will be allocated to the Student Success Innovation/Improvement Fund for staff and administrators who need funding for innovative and improvement ideas about improving student success. The approval

process will consist of proposals being developed, acknowledged by the program's dean, and submitted to a college review committee composed of administrative and classified staff from the two colleges. There will be no participation from faculty except for counselors. Innovative/improvement projects will be considered and funded on a quarterly basis. The college president will perform the final review and approval for funding. Reports on funded proposals will be given to Land Corporation on a quarterly basis. Any future Land Corporation contributions to this fund shall be discretionary on the part of the Board and generally shall only consist of the dollars required to bring the fund balance back to \$50,000.

- G. The Land Corporation shall provide funding for technology refresh and instructional equipment, subject to Board approval. Funding requests shall be submitted to the Land Corporation at the May meeting.
- H. The Land Corporation shall provide funding for the District's Scheduled Maintenance program, subject to Board approval. Funding requests shall be submitted to the Land Corporation at the May meeting.
- I. The Land Corporation shall allocate \$500,000 (\$250,000 to each college) to fund a scholarship program based on an approved criteria.
- J. The Land Corporation shall provide funding for an Entrepreneurial Fund operated by the District. The funds will be granted at the Chancellor's discretion in order to advance creative proposals or projects that are accompanied by some degree of risk. Funds must be reserved for projects and proposals that either need funding expeditiously or projects and proposals that cannot be readily funded in other ways. Funds cannot be spent on items for a chancellor's or president's office. Projects or proposals that are funded must be reported quarterly to the Land Corporation by the Chancellor. Funding requests shall be submitted to the Land Corporation at the May meeting.
- K. The Land Corporation shall provide funding for capital improvements and special projects. Capital improvements and special project proposals approved for funding by the Board shall remain funded for the remainder of the fiscal year in which they are first approved and for the entire following fiscal year, unless specific action is taken by the Board to rescind the approval. Funding requests shall be submitted to the Land Corporation at the May meeting.
- L. Status reports of all of the allocated funds in the six funding categories shall be reported to the Land Corporation at its March meeting.
- M. These policies are to remain in effect until June 30, 2024, unless otherwise changed by Board action.
- N. The Pro Forma attached as Exhibit A shall be used as a guide in allocating funds to the six funding categories established by the Land Corporation.

ATTACHMENT A

PRO FORMA BUDGET

Land Corporation Proposed Funding Categories

1. Innovation Fund		\$150,000
• Teaching & Learning Innovation Fund (F.1)	\$100,000	
• Student Success Innovation Fund (F.2)	\$50,000	
2. Technology Refresh & Instructional Equipment (G)		\$500,000
3. Scheduled Maintenance (H)		\$200,000
4. Scholarship Program (I)		\$500,000
5. Entrepreneurial Fund (J)		\$50,000
6. Capital Improvements & Special Projects (K)		\$1,600,000
• Capital Improvements	\$1,000,000	
• Special Projects	\$600,000	
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	TOTAL	\$3,000,000