

**Colorado Mountain College
Procedure**

Title: Strategic Reserve Funds: Application and Use	Number: 7-B	Page: 1 of 2
	Related Policies: 7-1 (Annual Budget)	
Legal Citation (if Applicable)	Date of Approval/Last Revision: August 20, 2019	

The purpose of this procedure is to describe the process for requesting and using strategic plan, critical program, and baccalaureate expansion reserve funds.

1. Fund Definitions

- a. Strategic Plan Funds are non-recurring revenues intended to expedite the fulfillment of specific goals found in the college's strategic plan, [*Reaching Greater Heights \(2019-23\)*](#).
 - i. For the plan period, 2019-23, the college has committed approximately \$2M toward strategic planning.
 - ii. Due to their one-time nature, strategic planning funds should not be used on regular personnel or recurring (annual) expenses, such as software agreements or leases.
 1. Strategic Planning funds may not be used for conference travel (unless part of a larger project), recurring personnel, or consumable materials.
 - iii. Strategic planning funds should be applied to projects that provide a multi-campus or collegewide benefit. Single campus initiatives are not eligible.
 - iv. Strategic planning funds should be applied to projects, procedures, systems, or methods that result in demonstrable progress toward a collegewide goal/strategic priority.
 - v. All departments and divisions in the college, regardless of their functional area, may apply for strategic plan funds.
 - vi. Funds may be used for one-time or multiple-year projects or initiatives.
- b. Critical Program Funds are non-recurring revenues intended to build or scale academic programs with high demand from students and the regional labor market.
 - i. In 2019-20, the college set aside \$1.5M in Critical Program Funds to be applied to projects occurring in fiscal years 2019-20, 2020-21, and 2021-22.
 - ii. Critical Program Funds can be used on equipment and other capital, consulting, travel (to visit colleges with state of the art programs and facilities), and personnel.
 1. If personnel are requested, the campus or academic department must present a plan to either (a) absorb personnel costs into recurring budgets or (b) return to static staffing patterns within a three-year period. In other words, Critical Program Funds program funds should be used to temporarily supplement, but not supplant or permanently augment, current operating budgets.
 - iii. Critical program funds must receive the approval of the Vice President of Academic Affairs, the disciplinary dean(s), and the campus leader(s) impacted by the proposed program.

- iv. Funds may be used for one-time or multiple-year projects or initiatives.
- c. Baccalaureate Expansion Funds are non-recurring reserve funds intended to build or expand existing or new bachelor-level degree programs.
 - i. The current reserve amount for the bachelor-level program expansion is \$2M
 - ii. Baccalaureate program expansion funds may be used on equipment and other capital, consulting, travel (to visit colleges with state of the art programs and facilities), and personnel. Additionally, BA program expansion funds may be used to augment existing bachelor's degrees, build new areas of emphases in existing bachelor's degrees, or design and launch new bachelor's degree programs.
 - iii. If personnel are requested, the academic department must present a plan to either (a) absorb personnel costs into recurring budgets or (b) return to static staffing patterns within a three-year period. In other words, BA program expansion funds program funds should be used to temporarily supplement, but not supplant or permanently augment, current operating budgets.
 - iv. Critical program funds must receive the approval of the Vice President of Academic Affairs, the disciplinary dean(s), and the campus leader(s) impacted by the proposed program.
 - v. Funds may be used for one-time or multiple-year projects or initiatives.

2. Proposal Review Procedure

- a. Departments and divisions interested in seeking strategic planning or critical program funds must complete and submit a 2-page program proposal.
 - i. The proposal must include a summary overview of the proposed project or program, estimated costs (substantiated), timeframe for implementation, ownership (the person or people responsible for implementation), and evaluation plan.
- b. Proposals will be reviewed by the College Leadership Team (President, COO, CFO, VPAA, VPSA, VPAdv, and General Counsel) quarterly beginning in September 2019 (i.e., Sept, Dec, March, June).
- c. Proposals that receive support from the CLT will be invited to prepare an implantation plan. This plan must include detailed information on planning, launching, scaling, and sustaining a project, program, or initiative. Institutional Research must approve an evaluation plan for all funded projects, if necessary. And, all projects must identify a primary financial manager and include an evaluation plan.
- d. Projects will be evaluated according to the quality of the proposal, scale of impact, and return on investment.
- e. Approved projects will continue to be review and funded until reserve resources have been depleted.