



March 16, 2016

**TO:** President Cruzado

**FROM:** Terry Leist   
Vice President for Administration and Finance and Chair, Budget Council

**RE:** Recommendations of FY17 OTO Strategic and Results Pools

At the February 23, 2016 Budget Council meeting, members had a lengthy discussion regarding the FY17 One-Time Only (OTO) Pools of approximately \$1.5M. These discussions included appropriate uses for both the Strategic and Results Pools, whether the process should be similar to the SIP process or allocated as a percent share to each of the executives, whether the allocation would support both Base and OTO commitments or just OTO, and how much of the \$1.5M should go toward each pool. Based on these discussions, Budget Council proposes the following recommendation for the FY17 OTO Strategic and Results Pools.

**Budget Council Recommendation to President Cruzado**

1. The Strategic and Results Pool allocations should be One-Time-Only (OTO) distributions.
2. The approximately \$1.5M should be apportioned 80%/20%
  - a. Strategic Pool: \$1.2M
  - b. Results Pool: \$300K
3. Communication regarding the process and executive share of each pool should come from Budget Council to the Executives (President and Vice Presidents).
  - a. The President and Vice Presidents should disseminate the process to their Deans and Directors.
4. A percentage of each "Pool" should be allocated to the Executives up to the amounts indicated below.

	Strategic Pool %	Strategic Pool Amt	Results Pool %	Results Pool Amt
Academic Affairs	65.0%	780,000	65.0%	195,000
Admin & Finance	10.0%	120,000	15.0%	45,000
President's Division	10.0%	120,000	10.0%	30,000
Research*	2.5%	30,000	2.5%	7,500
Student Success	12.5%	150,000	7.5%	22,500
	<b>100.0%</b>	<b>1,200,000</b>	<b>100.0%</b>	<b>300,000</b>

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\*In addition to these pools, Research is included in other venues for funding resources, i.e. University partnerships with VPR in support of Humanities, Arts and Social Sciences application and award process.

*Approved  
Terry Leist  
March 16, 2016*

5. The Executives should put out a call for proposals to their respective divisions.
  - a. Proposals for the Strategic Pool should have emphasis on the Planning Council priorities, graduate education and performance funding initiatives.
  - b. The criteria for the Results Pool can be determined by each executive. The focus of these funds is to reward units for doing something well in the prior fiscal year, i.e., improving academic performance, student advising, pedagogical methods, or use of technology to improve learning; improving processes (Electronic Document Management, Shared Services); completing a successful project (Extended University transition); etc. Use of the reward funds could be used for other appropriate university operations such as professional development. These funds should not be used to supplement individual salaries.
  
6. Each Executive and their team should prioritize their list of proposals and determine the appropriate amount to be considered for funding. The prioritized lists should be reviewed and discussed with VP/Legal. Final allocations should be approved by President Cruzado.
  - a. Recipients of the approved Strategic and Results Pool proposals will be notified in May. This will allow units to have a more holistic view of what their FY17 funding will be for planning purposes.
  - b. A combined list of the approved Strategic and Results Pool proposals and awarded allocations will be provided to Budget Council at the May meeting.

As part of the new budget process, the recommendations above will provide transparency to university constituents, as well as assist them in their overall planning efforts. If you concur, please sign or initial this document and Budget Council will proceed as recommended. Thank you.