

September 14, 2007

MEMORANDUM

To: Amelia Bell, Faculty Senate Office
From: Douglas S. Jones, Director, FLMNH
Subject: Survey of budget processes and resource allocation

1) Faculty and staff involvement in the Florida Museum budgeting process:

The museum director normally initiates the budget process early in the spring semester. Each department, center and unit is requested to conduct internal program reviews and contemplate budget adjustments or reallocations.

Department chairs, center directors and unit heads then hold budget hearings and performance reviews over the next few months. Both faculty and staff are requested to participate in the hearing and review process.

Toward the end of the spring semester chairs, center directors and unit heads present their unit's performance review and budget plans to an open forum of the museum administrative committee. This committee is composed of the director, assistant and associate directors, center directors, department chairs, museum faculty senators, development officer, head of public relations, head of information technology, and budget and human resources director. Presenters are queried on their unit's past performance and budget plans for next fiscal year.

Department chairs, center directors and unit heads share these proceedings with all faculty and staff in their respective units. Follow-up inquiries and sharing of additional information become agenda items for subsequent administrative committee meetings during which a tentative budget is produced toward the end of the FY. When the final museum budget allocation for the new FY is released by the university, the administrative committee adjusts its budget according to the adopted plan in order to stay in balance.

The museum director presents the final budget allocations at the first general faculty and staff meeting of the new fiscal year (normally early September). The allocation of every dollar in the museum's state budget is shared. The presentation is followed by a question and answer session.

2) Plans in place to further develop this process:

The Florida Museum has embraced the shared governance plan endorsed by the Faculty Senate and University President. The museum administrative committee has been expanded to insure greater transparency and dissemination of information at all organizational levels. Thus, the administrative committee serves as a budget council for the Florida Museum. Department chairs, center directors and unit heads are refining budgetary procedures within their respective units to provide more meaningful faculty and staff review with concomitant accountability.

cc: Florida Museum Faculty Senators and Administrative Committee