



FACULTY GREENHOUSE COMMITTEE BYLAWS¹

1. RESPONSIBILITIES

- a. *Assists the Greenhouse Director in the operation of all greenhouse and growth chamber facilities across City, East and Nebraska Innovation Campuses*
- b. *Long-term objective is to ensure high quality accessible research and teaching greenhouse and growth chamber resources for UNL Faculty.*
- c. *Reviews overall operational greenhouse policies and recommend changes to the Greenhouse Director and ARD Dean.*
- d. *Approves space allocation policies of the Greenhouse Director*
- e. *Makes recommendations for the recruitment, selection and hiring of appropriate personnel*
- f. *Prioritizes and provides recommendations to the ARD Dean regarding infrastructure deficiencies and needed improvements to the UNL Greenhouse Facilities.*
- g. *Organizes an ongoing strategic planning process to identify specific objectives and strategies for improving facilities and services.*
- h. *Approves service levels recommended by the Greenhouse Director.*
- i. *Advises the Greenhouse Director on policies or procedures as needed.*
- j. *Annually reviews and makes recommendations to the proposed service center rates for the use of space at the UNL greenhouse and growth chamber facilities.*
- k. *Provides constant feedback to the Agricultural Research Division (ARD) Dean or Assistant Dean about the*

¹ Approved February 15, 2016

performance of the Greenhouse Director to be considered in the annual review process.

- I. Consider concerns or recommendations from users of the greenhouses by the following procedures:
 - i. Concerns, recommendations and/or issues from greenhouse or growth chamber users shall be communicated (verbally and/or written) to the corresponding faculty representative member on the Committee, or to the Greenhouse Director.
 - ii. All requests shall then be brought to the attention of the Committee Chair for inclusion on the next meeting agenda. The Chair may ask for a written statement from the user.
 - iii. The Committee may vote to invite a user to a meeting in order to obtain more information about the issue being brought to their attention if such interaction will benefit the discussions, deliberations and recommendations of the Committee.

2. MEMBERSHIP

- a. The Faculty Greenhouse Committee shall consist of seven (7) faculty members and four (4) Ex Officio members.
- b. The ARD Dean appoints the seven (7) faculty members of the Committee for staggered 3-year terms.
- c. **Faculty Members**
 - i. The faculty membership of the committee shall be constituted as follows: three (3) from Agronomy and Horticulture and by one (1) faculty member from each of the following academic units; Biochemistry, Biological Sciences, Entomology and Plant Pathology.
 - ii. At least one (1) of these members shall also be affiliated with the Center for Plant Science Innovations and at least one (1) shall have instructional greenhouse responsibilities
 - iii. Faculty members shall be appointed to serve a three (3) year term beginning at the start of an academic year.

- iv. *There are no term limits, although it is a general expectation that no one should serve more than two (2) consecutive terms. (OR - Faculty members will not be allowed to serve more than two (2) consecutive terms.)*
- v. *The terms of those appointed should overlap to minimize turnover each year.*

d. Ex Officio Members

- i. *The Ex Officio members are:*
 - 1. *An ARD Assistant or Associate Dean*
 - 2. *A representative from USDA-ARS*
 - 3. *A representative from UNL Environmental Health and Safety (OR - The UNL Environmental Health and Safety Biosafety Officer)*
 - 4. *The Greenhouse Director*

e. Chair

- i. *At the end of the secretary/chair-elect's one-year term s/he will become Chair of the committee for a one (1) year term. Terms as chair will be limited to a single one (1) year term.*
- ii. *If the office of secretary/chair-elect is vacant, a chair shall be elected to serve for the following year.*

f. Secretary / Chair-elect

- g. *The Secretary / Chair-elect will be elected in May to serve as secretary in the coming year, and chair in the subsequent year.*

3. MEETINGS

- a. *Meetings shall be arranged by the Chair of the Committee reflective of timelines for the review of issues to be addressed.*
- b. *An agenda will be circulated including topics to be discussed and minutes taken.*
- c. *A quorum shall consist of 4 of the voting faculty members.*
- d. *Minutes of each meeting shall be considered for acceptance at the following meeting.*

- e. *The Committee as a whole shall meet at least once a semester (fall and spring) and additionally at the discretion of the Chair as necessary.*

4. VOTING

a. Guidelines

- i. *A simple majority of positive votes from the present voting members shall be required for an affirmative recommendation.*
- ii. *Some issues may be resolved via email voting, unless any member of the committee objects to the use of that procedure for a specific issue.*
 - 1. *The issue in question must then be brought forward in a committee meeting.*

b. Voting Members

- i. *The Chair and faculty representatives will be voting members.*
- ii. *The Chair and each faculty representative will get one vote.*

c. Non-voting Members

- i. *Ex Officio members are not eligible to serve as voting members.*

5. Amendments or Additions to Bylaws

- a. *Proposals for amendments or additions may be made by any member of the Committee by submitting the proposed change to the Chair*
- b. *These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, provided that the notice of the proposed amendment have been set forth in the notice of the meeting.*

April 2015 Membership of the Greenhouse Committee and term expiration

<u>Department</u>	<u>Member</u>	<u>Term Expires</u>
Agronomy and Horticulture	James Schnable†	June 30, 2018
Agronomy and Horticulture	Keenan Amundsen	June 30, 2016
Agronomy and Horticulture	Anne Streich*	June 30, 2017
Biochemistry	Ed Cahoon†	June 30, 2018
Biological Sciences	Alan Christensen	June 30, 2016
Entomology	Lance Meinke	June 30, 2017
Plant Pathology	Stephen Wegulo	June 30, 2018

* Instructional Greenhouse Responsibilities

† Center for Plant Science Innovation

Ex Officio members:

Hector Santiago, Assistant Dean, ARD

Matt Anderson, Biosafety Officer, EHS

Scott Sattler, USDA-ARS

Amy Hilske, Greenhouse Director