

Greenhouse Committee Meeting minutes, October 23, 2014

Present: Alan Christensen, Amy Hilske, David Jackson, Scott Sattler, Lance Meinke, Keenan Amundsen, Stephen Wegulo, Aaron Lorenz. Absent: Matt Anderson, Ed Cahoon, Anne Streich

The minutes from the meeting on September 22, 2014 were approved.

Updates and Announcements:

Growth Chamber recommendations and feedback:

Committee members gathered feedback from their units, which was circulated and passed on to the Greenhouse Director. The committee reaffirmed its approval of the plan presented by the Greenhouse Director, with the additional comment that using growth chambers in the AHG area for experiments requiring altered carbon dioxide concentrations was feasible and should be taken into account in the purchase plan.

Billing and Rates:

Amy reported that this was going smoothly. There was discussion about users who have written grants or agreed to contracts using the old rates. Grant funding based on old rates can be accommodated by negotiations between ARD and the user, but without disadvantaging the Greenhouse service center. It is expected that grant applicants will seek information and advice on budgeting from the Greenhouse Director, and that a 5% per year increase be included in the budgeting. The Greenhouse Director will inform Business Center personnel in units that have users so that they will be aware of how grant and contract proposals should have greenhouse costs budgeted.

Staffing Plan:

The search for two Greenhouse Managers is open and will be proceeding. There has been discussion about hiring a new technician for East Campus.

Space Request Form:

Amy reported that this is going well, but is altering the procedure slightly for Arabidopsis use, due to the quicker rate of turnover of plants, and more variability in experiment size. Attempts will be made to assign space to researchers for medium terms to try to limit the shuffling and competition for open shelves while still ensuring efficient use of space. The committee trusts the greenhouse staff to manage this issue, but it will be brought back to the committee's attention if new issues arise.

Old Business:

The Space Allocation Policies and Transition subcommittee brought forward as a seconded motion the statement of policies. Friendly amendments were made and it was approved unanimously (see appended).

The learning environment subcommittee has met with their consultant group and discussed their preliminary findings. The results of their work to date were summarized. The subcommittee will provide more information at our next meeting.

New Business:

Web page:

greenhouse.unl.edu and greenhouses.unl.edu are aliased to the site. Committee members are encouraged to look at the site and provide feedback.

Committee Structure:

This is an ARD-appointed committee, and the units to be represented are already described. We will consider such additional factors as term length, term limits, selection and term of chair, and whether there should be an additional office such as secretary, chair-elect, co-chair, etc. Alan will circulate some suggestions to be considered at the next meeting. We can then make recommendations to the Dean of the ARD.

User Training:

Greenhouse user training was seen as important and useful. Written guidelines should be posted to the website, but there was a consensus that some form of in-person training would be very useful. This could take the form of an annual orientation led by the Greenhouse Managers. Amy will consider how to implement user training.

The meeting was adjourned.

Respectfully submitted,
Alan C. Christensen, chair

Greenhouse Space Allocation Policy

Goal

Accommodate greenhouse (GH) and growth chamber (GC) user needs as best as facilities and resources allow.

Policy

- I. User priority
 - a. Priority is granted to University faculty and USDA adjunct faculty for on-campus GH space and phenotyping space at Nebraska Innovation Campus (NIC).
 - b. Priority for standard GH space at NIC is granted to industry and business start-up partners.
- II. Space utilization
 - a. All attempts will be made to fully utilize greenhouse and growth chamber space.
 - i. Under-utilized space will be re-allocated to users in need of space
 1. The greenhouse director and managers will review cases and determine if space should be re-allocated. If an agreement cannot be easily reached, the GH Committee will review the case and take appropriate actions.
- III. Space request
 - a. Space requests are preferred to be made through the web form available at www.greenhouses.unl.edu.
 - b. Users are allowed to request specific space, and space will be granted as availability allows.
 - c. Users are encouraged to describe structural needs and desired growth conditions so that other appropriate space can be identified.
 - d. Priority granted based on date of request
 - i. Requests preferred one month before space needed.
 - ii. Users may request space for up to one year.
 - iii. Requests can be submitted anytime, including multiple years in advance up to five years.
 - iv. For grant-funded projects, notice of award is required before request can be placed
 - v. For projects funded by state or revolving accounts, requests can be placed anytime up to five years before project start date.
- IV. Service
 - a. Users are able to request level of service desired.
 - i. Level of service actually provided will depend upon labor and resources available.
- V. Billing
 - a. GH and GC users will be invoiced on a monthly basis for services rendered.
 - b. The principal investigator will receive the invoice directly.
- VI. Greenhouse structure improvements
 - a. Attached fixtures (growth chambers, light bulbs, etc.) purchased by user's funds and housed in the GH is property of the GH.