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.

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1 Revised June 19, 2017
k. Provides constant feedback to the Agricultural Research Division (ARD) Dean or Assistant Dean about the performance of the Greenhouse Director to be considered in the annual review process.

l. 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 Advisory 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
   i. 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.
# Membership of the Faculty Greenhouse Advisory Committee and Term Expiration

<table>
<thead>
<tr>
<th>Department</th>
<th>Member</th>
<th>Term Expires</th>
<th>Terms Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agronomy and Horticulture</td>
<td>James Schnable†</td>
<td>June 30, 2018</td>
<td>1</td>
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<tr>
<td>Agronomy and Horticulture</td>
<td>Keenan Amundsen</td>
<td>June 30, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Agronomy and Horticulture</td>
<td>Anne Streich*</td>
<td>June 30, 2020</td>
<td>2</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Ed Cahoon†</td>
<td>June 30, 2018</td>
<td>1</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Alan Christensen</td>
<td>June 30, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Entomology</td>
<td>Lance Meinke</td>
<td>June 30, 2020</td>
<td>2</td>
</tr>
<tr>
<td>Plant Pathology</td>
<td>Stephen Wegulo</td>
<td>June 30, 2018</td>
<td>1</td>
</tr>
</tbody>
</table>

* Instructional Greenhouse Responsibilities
† Center for Plant Science Innovation

**Ex Officio members:**

Héctor Santiago, Assistant Dean, ARD  
Matt Anderson, Biosafety Officer, EHS  
Scott Sattler, USDA-ARS  
Amy Hilske, Greenhouse Director