

## **PLANT GROWTH FACILITIES FACULTY ADVISORY COMMITTEE BYLAWS<sup>1</sup>**

### **1. RESPONSIBILITIES**

- a. Assists the Plant Growth Facilities 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 plant growth facilities policies and recommend changes to the Plant Growth Facilities Director and ARD Dean.
- d. Approves space allocation policies of the Plant Growth Facilities 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 Plant Growth 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 Plant Growth Facilities Director.
- i. Advises the Plant Growth Facilities 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 performance of the Plant Growth Facilities Director to be considered in the annual review process.
- l. Consider concerns or recommendations from users of the Plant Growth Facilities 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 Plant Growth Facilities 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.

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<sup>1</sup> Revised June 19, 2017 / November 14, 2018

- 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 Plant Growth Facilities Faculty 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 Plant Growth Facilities 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 Plant Growth Facilities Faculty Advisory Committee and Term Expiration

<u>Department</u>	<u>Member</u>	<u>Term Expires</u>	<u>Terms Served</u>
Agronomy and Horticulture	James Schnable <sup>†</sup>	June 30, 2021	1
Agronomy and Horticulture	Keenan Amundsen	June 30, 2019	2
Agronomy and Horticulture	Anne Streich <sup>*</sup>	June 30, 2020	2
Biochemistry	Ed Cahoon <sup>†</sup>	June 30, 2021	1
Biological Sciences	Alan Christensen	June 30, 2019	2
Entomology	Lance Meinke	June 30, 2020	2
Plant Pathology	Stephen Wegulo	June 30, 2021	1

\* 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, Plant Growth Facilities Director