

## Plant Growth Facilities Faculty Advisory Committee Meeting Minutes – May 10, 2022 **APPROVED**

The meeting started at 11:02 AM

**Members Present:** Ming Guo, Jinliang Yang, Stacy Adams, Katarzyna Glowacka, Justin McMechan, Amit Mitra

**Ex-Officio Members Present:** Hector Santiago, Matt Anderson, Amy Hilske, Scott Sattler

**Approval of Minutes of the March 25, 2022, Meeting** – The minutes of the March 25, 2022, meeting were approved without changes.

### Old Business –

Space request forms:

- Modifications have been made so that they are streamlined for teaching and research.
- Links to the space request form, maintenance and door access forms are available in the previous meeting minutes.

**Action Item:** Save the forms to easily access and share with department administrative lead.

### Updates from Hector Santiago –

Faculty Concerns:

- A couple of faculty members have reached out with concerns about the services provided. Nothing was major, but felt it needed to be addressed.
  - A PGF manager's meeting was held last week to discuss recent events and improvements. The goal is to meet quarterly moving forward.
- Discussions about ongoing training for how to handle certain situations and customer relationships have occurred.

### Agenda Items –

New members of the committee:

- Katherine Frels has filled one of the two positions. The other is currently vacant.
- Both will start at the beginning of the fiscal year.

Budget Discussion:

- Overview -
  - It has been a struggle to order and receive items due to supply chain issues. Projects have had to be adjusted to accommodate for products we have been able to get.
  - There is a nice stockpile to get through the summer, but products will not be manufactured again until September/October.
- Supplies Review document – chart that shows the items we buy in the highest quantity and the percentage of cost increase.
  - 5% is the maximum amount that previous committees have determined to raise the prices in one year.
  - Amounts are calculated from the last 12 months and some products won't have the lower grades available, so we will have to spend the money for higher grade.
  - Consumer price index was 7.2% last year and this year is projected at 8% or even up to 10%. In the horticultural industry a lot of products are specialized.
- Operations Summary –
  - Summary presents what the 5% increase would be (i.e. would go from \$1.24 to \$1.30 per square foot of bench space).
  - Total projected expenses for FY23 are around \$1 million.
  - Operate under a breakeven system –
    - This means, we are forced to break even and, if not, need to fall on the positive or negative side of about 15%.
    - i.e. if we make too much money (more than 15%), then we would need to reduce the rates. If there is a negative balance of more than 15%, then that force to raise the rates.
  - Justin McMechan moved to approve the 5% rate increase. Amit Mitra seconded. All, but one, voted in favor of the 5% increase. Motion carried with 1 descending vote.

- Nominations for PGFFAC chair for 2022-23
  - It was proposed that Stacy Adams will be chair and Justin McMechan volunteered to be the co-chair for the 2022-2023 academic year. All were in favor. Motion passed.

**Action Item:** request agenda items from your respective department for future meetings.

#### **Items from the Floor –**

##### Topics for Next Meeting

1. Define roles and responsibilities of PGFFAC committee members, management team and administration.
  - a. Not every decision in management of facilities needs to go through the committee.
2. Working to identify a resource that can help when conflict occurs.
  - a. How to address conflict: every incident that happens that elevates to improper workplace behavior will be documented, and a formal complaint will be submitted to HR. If a staff member feels unsafe, they will be calling UNL PD. This will be implemented moving forward.
  - b. HR has a website where you can process a formal request. The idea is a 1-pager to discuss what happened, the time, date and if there were any witnesses. That person will submit request to Amy, then to Hector, then to Upper Administration.
  - c. Overall, there is a lot of tension, and it has affected many in their professional and personal lives.

**Action Item:** Lauren to send out the new form for everyone for review.

Next Meeting – sometime in September

**Adjourn –Meeting adjourned at 11:55 AM.**

*Minutes respectfully submitted by Lauren Kruger.*