Joint meeting of the Horticultural Sciences (HOS) Faculty Advisory Committee (FAC) and Operations Committee (OC)  
January 7, 2011

FAC members present:  
Chair – Rebecca Darnell  
Members – Chris Chase, Jim Olmstead, Bala Rathinasabapathi, Danielle Treadwell

OC members present:  
Dennis Brown, Donna Dyer, Mike McCaffery, Bob Morris, Libby Rens, Steve Sargent, John Thomas

1. Rebecca went through the general procedures for HOS standing committees  
2. The OC will elect a chair and a secretary; the chair will advertise the meetings via the intranet and post minutes there  
3. The faculty, lab staff and graduate student representatives hold annual terms of service. It is expected that office staff, IT staff and farm staff will always be represented by the senior leadership personnel of those units.  
4. The OC can appoint ad hoc committees involving other department members; these might include a social committee, USPS/TEAMS Committee and Administrative management committee  
   • Donna Dyer recommended a Spring social event to recognize service pin awardees; Steve Sargent suggested new graduates could also be recognized; Danielle Treadwell recommended that leadership for different social events be rotated among different individuals  
5. As a point of information, Saba mentioned that he and Eduardo Vallejos are building emergency coordinators  
6. The OC should meet at least once per year but can meet more often as needed, to discuss operational issues that are brought to the attention of the OC representatives by faculty, staff, or graduate student constituents, or by the FAC. The OC can propose changes to the FAC, for recommendation to the Chair. In accordance with the By-laws, the Chair is expected to give full and serious consideration to implementation of these recommendations.  
   • Rebecca Darnell will set up, via Lisa Tomlinson, a meeting of the FAC with all staff and students to encourage communication with the FAC via the OC for the improvement of the work and academic environment of the department  
7. The FAC members left so that the OC could elect chair and secretary and begin its first meeting.