MINUTES of Horticultural Sciences Operations Committee

Meeting date: January 12, 2011

Call to order: An organizational meeting of the Operations Committee was held in Fifield Hall on January 12, 2011. The meeting convened at 1:30 pm, with Chair Dennis Brown presiding, and Libby Rens acting as secretary.

Members in attendance:
Faculty: Steve Sargent (Enter 2:00pm)
Fiscal Office: Bob Morris
IT: Dennis Brown
Farm Operations: John Thomas
Lab Operations: Mike McCaffery
Graduate Student: Libby Rens

Members not in attendance:
Office Staff: Donna Dyer

New business:
Communication between EH&S and HOS
- Important memos from EH&S pertaining to HOS operations have not been circulated to the appropriate people. (Example: The Fire Marshall reported that all flammable gas cylinders must be removed from the loading dock or there will be a fine. This information needs to be relayed to the lab staff for action to be made).
- Dennis will set up a permanent e-mail address for all operations e-mails to be sent to. From there it will be sent out to appropriate recipients or HOS-all.

Standard outline for grant purchases
- It was requested that the fiscal office compile a generalized list of approved grant purchases. However, all grants have very different rules and requirements, so if there are questions it is best to ask the Fiscal office if there are questions.

Removal of old documents on server
- If there is a change in personnel then Dennis would like to clear any old documents off of the server and also remove their access to the server. It was suggested that periodically (every 6mo) the faculty should inform the IT-specialist who in their lab needs access to the server.

Fifield Hall Floor Plan and Directory
- Having a floor plan and directory in the lobby has been requested. In the past there was talk of a touch-screen kiosk, however plans have been dropped. Dennis agreed to look into this project.

Meeting frequency and agenda
- The Operations Committee agrees to meet every month. The agenda will be circulated before the meeting for member review.

Adjournment: The meeting was adjourned at 2:17 pm.