

**COLLEGE OF AGRICULTURAL SCIENCES  
UNIVERSITY FARMS AND FOREST RESEARCH/EDUCATION CENTERS**

**SOUTHERN ILLINOIS UNIVERSITY  
CARBONDALE, ILLINOIS**

**April 2016**

Housed within the College of Agricultural Sciences at Southern Illinois University are the University Farms and Forest Research and Education Centers. The farms serve undergraduate and graduates students through lab experiences, student work experiences and research opportunities. The farms serve faculty in providing hands-on, real world learning engagement as part of their respective courses, applied research and outreach locations and facilities meeting local, state, national and international agriculture needs and clientele and the general public.

To facilitate high quality service and pursuing the potentials of the farms, given the diversity of needs, known and unknown constraints and challenges, there is a need for a feasible and defined SIU Farms Operating Policy.

## **Vision**

The College of Agriculture Sciences (COAS) recognizes the fundamental need of agriculture in today's society and the challenges faced with continued population growth, hunger and malnutrition, environmental challenges, climate change, social interests and our responsibility in higher education to contribute to the solution on the demands facing us. We have the opportunity to contribute to the education of students in preparation for careers and professions in one of the diverse areas of agriculture. We, as people in higher education, also have the ability to further knowledge, develop products and take a step closer for solutions and alternatives to endless questions regarding issues and concerns as nutritional, safe, available and affordable food, managing and restoring natural resources, serving and educating the public, and many other philosophical and practical topics engaging agriculture. Additionally, there is great demand in the job market for students graduating with degrees in agriculture. The May 2015 "A Food and Agriculture Roadmap for Illinois" (FARM Illinois) publication noted that 1 of every 17 jobs in the state was related to agriculture and that Illinois is a leader in many areas for research and production in the nation. It also provided strategies and goals for the state to be the world's most admired and sought-after destination for food and agriculture and to be a global pacesetter for basic and applied research. Listed in the strategies for meeting the goals included ensuring that Illinois' labor pool is sufficient to serve the food and agriculture system, increasing the emphasis on food and agriculture in primary and secondary education, establishing a higher-education food and agricultural consortium to attract the best student talent and to strengthen programs (in academics). Someone has to provide educated and experienced people to achieve these tasks and COAS accepts the responsibility to be a dominant player in plan.

The University Farms will continue to be a valuable component of the education; applied research and outreach for the COAS and other related units as well as an asset to the university. The farms will be managed to maintain strong communication between all involved parties to define short and long-term goals and to support and enable those goals to be achieved as reasonable. The value of the physical ability to practice, observe,

evaluate trial, error and success, develop conclusions and experience many aspects of agriculture can only be accomplished on a farm or similar environment.

The University Farms also serves the university in other capacities with activities and interdisciplinary involvement. Examples include the Aerated Compost Facility, located on the farms. This function of this facility is a cooperative effort of Physical Plant Operations, the Sustainable Council, University Housing and the College of Agricultural Sciences. All of the food waste from the student cafeterias is composted at the facility, along with some animal waste from the farm, plant and landscape waste from SIU grounds, the organic farm and COAS. Much of the compost generated will be utilized by SIU grounds and on the farm for soil amendments. This cycle supports the sustainable efforts of the university.

The farms should also continue to generate income using means evaluated worthy (as crop production) and should pursue opportunities to support an effective operation. Available land, facilities and farm staff will be used to do so. Best practices to insure sustainability, profit and positive modeling will be employed.

## **COAS Farm Operating Policy**

### **Overarching Goal:**

To achieve sustainable and excellent quality for all which utilize University Farms, the COAS Farm Operating Policy will be utilized.

### **Objectives:**

1. Maintain a reporting line for organization
2. Open and constant communication and accepting individual responsibility
3. Time management for both long term planning and day to day activities
4. Fiscal management (the farm budget and budgets of departments, faculty, researchers and others regarding course instruction and research)
5. Space and facility management of the farms
6. Duties and tasks
7. A farm plan that is evaluated and updated by March 31 (this allows time to review past harvest and other activities to plan for upcoming spring, summer and fall seasons)

### **Roles and Responsibilities**

#### **Associate Dean**

- Oversees the overall operation and function of the farm to facilitate reaching the vision of the farm
- Facilitate planning and plan evaluations
- Serve as a liaison in farm matters with faculty, farm staff, Director of Farms and the public
- Advocate on behalf of University Farms. Attend the weekly meetings of the Director of Farms and staff and is available as needed for consulting
- Consult with the Dean and provide updates of activities
- Oversee the Director of Farms

#### **Department Chairs**

- Support and practice the Farm Operating Policy
- Work with faculty in their unit to develop programmatic needs and coordination as related to utilizing the farms
- Work with faculty to support their educational and research objectives in respect to the Farms Operating Policy

## **Director of Farms**

- Oversee the day to day operation of the farm
  - Consult with the Dean, Associate Dean, unit managers and faculty as appropriate regarding needs at University Farms.
  - Make decisions and prioritize while considering safety, federal, state and university policies, cost effectiveness and feasibility as determined by careful evaluation of proposed actions and requests
  - Communicate with faculty and others utilizing the farms to best serve their needs while maintaining a sustainable practice
- Supervised by and annually evaluated by the Associate Dean
- Insure that programmatic projects are carried out as agreed to
- Insure that research projects are carried out as agreed to
- Work closely with farm accountant to manage and provide a fiscally sound budget, maintain records and generate reports
- Give direct supervision to unit managers (general farm, academic and/or research)
- Conduct weekly meetings with unit managers to give instruction, update and coordinate events and activities
- Develop short and long term plans for farm operation and management including accommodation of approved requests for teaching, research and outreach and other needs

## **Center Managers**

- Responsible to manage designated unit and carry out day to day activities as directed by Director of Farms
  - Fulfill agreed services for research and academics for faculty and researchers
  - Maintain an organized center
  - Provide assistance for the general farm (as harvesting farm crops or animal husbandry for income)
- Provide consultation and reports of unit to Director of Farms
- Cross train as needed for other center and general farms
- Attend weekly meeting
- Manage student workers in their center
- Maintain records as instructed
- Supervised by and evaluated annually by the Director of Farms

## **Faculty**

The farms offer to the faculty the opportunity to include demonstration and hands-on experiences to enhance learning opportunities for students in their respective courses. The land, facilities and services of the farm also offer critical support for applied research, most involving undergraduates and graduate students in research, and a variety of outreach events such as field days, bull sales and local food events. To insure quality services and outcomes that meet the goals of the faculty and of the farms, procedures must be implemented and practiced.

- **Teaching**

Use of the farm as part of course instruction is highly encouraged. To successfully deliver quality instruction and organization as well as track the importance of the farm in instruction, careful and documented planning must be implemented. Prior to May 15, on an annual basis, department chairs will provide to the Dean and Associate Dean their departments academic calendar plan of farm usage and needs for their respective programs.

- If resources are being requested, then the paperwork needs to be supported by the appropriate departmental chair for budgetary purposes.
- Annually meet with the Associate Dean, Director of Farms and appropriate center manager to discuss plans for specific courses including feasibility of proposal (taking into account budget, use of lab fees, farm staff and space). Adjust and revisit as necessary. Once agreed upon by all parties, submit an Annual Teaching Plan no later than May 15 for the upcoming year.
- Prior to each semester (due the week before finals of the prior spring semester for upcoming fall semester and the week before finals of the fall semester for upcoming spring and summer semester) submit course syllabus accompanied with the approved Teaching Request to the Associate Dean and the Director of Farms (see attached Teaching Request form).
- Minor adjustments to plan must be discussed with center managers in a respectable and timely manner (two weeks prior to any activity to ensure that sufficient time is allowed for adjustment). Major adjustments require visiting with the Director of Farms and others as appropriate.
- In the event of concerning issues or conflict (from anyone's perspective), the matter should be handled face-to-face between the faculty, center manager and Director of Farms. If it is not resolved, the responsible Chair and Associate Dean will be included to review the agreed to expectations and agreement. The Chair and Associate Dean will discuss and the Associate Dean will announce the outcome/direction.
- Course usage and needs on the farms must respect the Operating Policy procedure to secure opportunities to incorporate farm activities for course instruction.

- It is understood that face-to-face communication amongst all involved parties is critical.

- **Research**

There are outstanding and numerous opportunities for research on the farms given the land, facilities and services available. A strong objective of the farms is to support research as enabled. However, it is the researcher's obligation to provide a well-developed plan, in advance, which includes calendar events, space or facility needs, materials and services required. It is also the researchers' responsibility to obtain and provide a budget, outside of the farms support, to implement, maintain and conclude the research. It is required that the researcher is prepared to cover expenses, including fees as described in the attachments, necessary to operate and maintain their research. The budget must include covering required materials, labor, services and fees. A plan must be approved prior to research initiation.

- Grant proposals
  - Prior to submitting a grant or agreeing to conduct research, the researcher meets with the Director of Farms and appropriate center manager to review feasibility. Adjustments must be made to proposal as decided by researcher and the Director of Farms based on the meeting
  - Researcher submits proposal and Request Form (see attached Request Form) for review and approval to the department chair, followed by the Dean's Office
  - Upon approval, grant may be submitted
- Non-grant funded research
  - Faculty must seek funding to pursue research using the farms and farm services. This could include a gift, resources from a start-up package, an agreement with their chair, or other sources. Evidence of funding must be available before approval will be awarded.
- Request for research space, materials and services (see attached Request Form)
  - When a grant is awarded, the researcher meets with the Director of Farms and appropriate center manager to acknowledge award and discuss any changes
  - If no grant money is provided, researcher must provide funding resources/budget purpose number to proceed
  - Once approved, the farms business office will initiate paperwork for work requests (including fee structure) for researcher to complete

- Researcher will receive a checklist and appropriate forms to complete and turn in. All forms will be signed by researcher and the Director of Farms
- All documenting paperwork will be stored at the farm's business office. A signed copy of the checklist will be given to the researcher
- At the termination of a research project, researcher and Director of Farms checks the "Cancel the Project" on the checklist, dates and signs again
- Changes in work requests, or additions to work requests, must follow the same procedure of approval and documentation
- It is understood that face-to-face communication amongst all involved parties is critical in all phases of research

## **Outreach**

The College of Agricultural Sciences utilizes the farms for numerous outreach programs and interests. These range from Future Farmers of America (FFA) animal judging events, organic farm food fest, Illinois Forage and Grassland Council, Grape and Wine Council events, industry training, to events as night sky observation events. The farms offers unique and necessary sites and facilities for these events. Outreach programs serve the university students, faculty and staff but also serves the general public, private and public industries, academic and professional societies and others while also playing a role in bringing recognition to the college and university.

- Discuss proposals for outreach with the Associate Dean and/or the Director of Farms. Upon verbal approval, complete the appropriate request forms

## **Outside the College of Agricultural Sciences**

The university farms welcomes interdisciplinary interaction recognizing there is no boundaries in education and research. Any unit or discipline may discuss with the Associate Dean and the Director of Farms their interest to use the farms as part of their curriculum, research or outreach program.

# Teaching Request

Individual Making the Request: \_\_\_\_\_ Date: \_\_\_\_\_

1. Course \_\_\_\_\_ Expected # of Students \_\_\_\_\_  
Semester of Class \_\_\_\_\_
2. If applicable, is there an Institutional Animal Care and Use Committee (IACUC) teaching protocol number \_\_\_\_\_
3. Please provide the following information:
  - i. Who is expected to carry out the activity?  
\_\_\_\_\_
  - ii. Where is the activity to occur?  
\_\_\_\_\_
  - iii. When is the activity to occur, timeline, dates, (attach syllabus)?  
\_\_\_\_\_
  - iv. Briefly, what is expected to be accomplished?  
\_\_\_\_\_
  - v. How is the activity to be resourced, department, course fees, etc.?  
\_\_\_\_\_
  - vi. Any special equipment or supply needs?  
\_\_\_\_\_

## Special Notes:

- Teaching and delivery is ultimately the responsibility of the instructor and department. Where appropriate, University Farms can assist but does not assume the academic mission of instruction or responsibility. Unplanned and/or unapproved request are completely the responsibility of the instructor and department.
- Individual(s) making the request need to work through their appropriate Chair on all materials needed.
- All financial questions are to be addressed between the instructor, Chair and Associate Dean.
- Teaching needs are not to augment needs for research.
- Time should be accounted for where growing- and/or gestation-times are needed. Estimates of time allocations are the responsibility of the instructor.
- This request is to be turned in the semester prior to the semester that this class is taught.
  - If a summer or fall course, request must be turned in the week before finals of the prior spring semester.
  - If a spring course, request must be turned in the week before finals of the prior fall semester.
- Teaching Requests require all signatures of approval for the request to be fulfilled.
- Changes to the approved request must be approved again a minimum of 14 days of notice for University Farms assistance (of the semester that the class is taught). Changes needed due to unexpected events, as bad weather, may be rescheduled as needed.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean and/or Dean \_\_\_\_\_ Date \_\_\_\_\_

## University Farms Fee Schedule

HRC Greenhouse	\$2.00 per sq/ft bench space \$1.00 per sq/ft \$1.00 per sq/ft \$250/cart/2.4 cu. yd. charges per year	base rate additional rate to include watering additional rate to include fertilizing soil mix
HRC	\$150 plot fee per acre \$20/hr spraying \$20/hr bush hogging charges per year	includes one time bed preparation, mowing includes tractor and operator (not chemical) includes tractor and operator
Beef Center	\$1 per animal/per day	includes hay, normal and routine daily care
Swine Center	\$1 per animal/per day	includes normal feeding/diet, normal and routine daily care
Equine Center	\$1.50 per animal/per day  \$5 per stall/per day	includes hay, normal and routine daily care pasture only additional rate to include sawdust and daily cleaning
ARC	\$90 plot fee per acre \$150 plot fee per acre  charges per year	acreage rental base rate acreage rental and one time tillage/land preparation and mowing

**Notes:**

- additional services to be negotiated with Center Manager and Director of Farm Operations
- fee adjustments may be negotiated with sales revenue and/or in-kind gifts

Effective April, 2016

**Beef Center Research Request**

Name

Department/Bldg/Room

email address

Office phone

cell phone

Research Group

Funded research source or sponsor

Is a proposal pending?

Awarded?

Research Trial or Protocol Name

Short name or nickname for this trial (the way that you will refer to it)

List personnel involved, including graduate or undergraduate students directly involved

Brief one paragraph statement of proposed trial

Starting date

Ending date

Number of animals needed

SIU herd

purchased by PI

outside herd

Age of animals

approx. weights

sex

breed

Type of space needed (number and size of pens/stalls, etc.; be specific)

Will the Feed Mill be involved

Special feed ingredients needed (source and acquirer)

Does this ration have an Investigational New Animal Drug?

Feeding instructions

by user

Special personnel needs

Special equipment needs

Other instructions or requests

Space Assignment

Center Manager signature

date

Director of Farm Operations signature

date

Requestor signature

date

BP# to be billed

Assigned Project #

**Equine Center Research Request**

Name

Department/Bldg/Room

email address

Office phone

cell phone

Research Group

Funded research source or sponsor

Is a proposal pending?

Awarded?

Research Trial or Protocol Name

Short name or nickname for this trial (the way that you will refer to it)

List personnel involved, including graduate or undergraduate students directly involved

Brief one paragraph statement of proposed trial

Starting date

Ending date

Number of animals needed

SIU herd

purchased by PI

outside herd

Age of animals

approx. weights

sex

breed

Type of space needed (number and size of pens/stalls/pasture; be specific)

Will the Feed Mill be involved

Special feed ingredients needed (source and acquirer)

Does this ration have an Investigational New Animal Drug?

Feeding instructions

by user

Special personnel needs

Special equipment needs

Other instructions or requests

Space Assignment

Center Manager signature

date

Director of Farm Operations signature

date

Requestor signature

date

BP# to be billed

**HRC Greenhouse Research Request**

Name:

Department/Bldg/Room:

email address:

Office phone:

cell phone:

Research Group:

Funded research source or sponsor:

Is a proposal pending?

Awarded?

Research Trial or Protocol Name:

Short name or nickname for this trial (the way that you will refer to it):

List personnel involved, including graduate or undergraduate students directly involved:

Brief one paragraph statement of proposed trial:

Starting date:

Ending date:

Space Requirements:

sq ft Bench space

sq ft Propagation bed space

sq ft Ground bed space

sq ft Lath house

Culture requirements:

Temperature requirements: day night

Supplemental lighting: shading

Number of pots: size

Plants watered as needed keep moist keep dry by user

If special, please describe

Pest control as needed consult user do not spray

Other instructions or requests:

Space Assignment:

House	Range	Bench
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Center Manager signature	date
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Director of Farm Operations signature	date
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Requestor (PI) signature	date
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BP# to be billed

**Horticulture Research Center Research Request**

Name

Department/Bldg/Room

email address

Office phone

cell phone

Research Group

Funded research source or sponsor

Is a proposal pending?

Awarded?

Research Trial or Protocol Name

Short name or nickname for this trial (the way that you will refer to it)

List personnel involved, including graduate or undergraduate students directly involved

Brief one paragraph statement of proposed trial

Starting date

Ending date

Space Requirements

Small plots

dimensions

Large plots

acres

sq ft

Ground bed space

Watering needed

per day

per week

as needed

by user

If special, please describe

Pest control needed

schedule

by user

do not spray

Tilling/bed preparation needed

schedule

Bush hogging needed

schedule

Other instructions or requests

Space Assignment

Center Manager signature

date

Director of Farm Operations signature

date

Requestor signature

date

BP# to be billed

**Swine Center Research Request**

Name

Department/Bldg/Room

email address

Office phone

cell phone

Research Group

Funded research source or sponsor

Is a proposal pending?

Awarded?

Research Trial or Protocol Name

Short name or nickname for this trial (the way that you will refer to it)

List personnel involved, including graduate or undergraduate students directly involved

Brief one paragraph statement of proposed trial

Starting date

Ending date

Number of animals needed

SIU herd

purchased by PI

outside herd

Age of animals/stage

approx. weights

sex

breed

Type of space needed (number and size of pens; be specific)

Will the Feed Mill be involved

Special feed ingredients needed (source and acquirer)

Does this ration have an Investigational New Animal Drug?

Feeding instructions

by user

Special personnel needs

Special equipment needs

Other instructions or requests

Space Assignment

Center Manager signature

date

Director of Farm Operations signature

date

Requestor signature

date

BP# to be billed