

WKU Biotechnology Center Mission Statement and Bylaws

Adopted October 24, 2005
Revised July 2013

Mission Statement

The Biotechnology Center seeks to enhance the WKU academic environment through fostering interdisciplinary collaboration of faculty, and providing modern infrastructure, equipment, and training to its members and their students. The Center promotes successful acquisition of extramural funding and facilitates biotechnology-centered research and techniques to WKU students and faculty. The Center also supports outreach to the broader biotechnology community.

Vision Statement

The Biotechnology Center at Western Kentucky University strives to be a premier facility for biotechnology research, education, and outreach. The Center is highly collaborative, its members aim to be recognized and respected regionally, nationally, and internationally. The Center aims to provide student experiences that produce WKU graduates with the technical and cognitive skills to be competitive in a global community.

Bylaws

1. The WKU Biotechnology Center Community
 - 1.1. Membership
 - 1.1.1. Membership in the Biotechnology Center is open to faculty, at WKU, who wish to participate in the biotechnology research community.
 - 1.1.2. Application for membership must include a letter of intent and a CV to the Biotechnology Center executive committee chair.
 - 1.1.3. Membership will be awarded upon approval of the majority of the Biotechnology Center members.
 - 1.2. Membership in ARTP
 - 1.2.1. The Biotechnology Center is a member of the Advanced Research and Technology Program (ARTP) at Western Kentucky University.
 - 1.2.2. The chair of the Biotechnology Center executive committee will represent the Biotechnology Center on the ARTP director's council and will communicate ARTP initiatives to the Biotechnology Center membership.
2. Infrastructure
 - 2.1. Governance
 - 2.1.1. Executive Committee
 - 2.1.1.1. The Biotechnology Center will be governed by a 5-member executive committee. Support by a simple majority of the Biotechnology Center members is necessary for election and re-election to the executive committee.
 - 2.1.1.2. The executive committee will be chaired by a tenured member of the Biotechnology Center. The executive committee chair shall be selected from among the members of the executive committee.

- Support by a simple majority of the Biotechnology Center members is necessary for election of the executive committee chair.
- 2.1.1.3. The term for the executive committee chair will be four years. There is no term limit for regular executive committee members. Re-election or replacement of executive committee members will occur annually.
 - 2.1.2. The Executive Committee Chair Responsibilities
 - 2.1.2.1. Serve as the collective bargaining negotiator for the Biotechnology Center, and as such, represents the Biotechnology Center in matters of policy, contracts and funding pursuits.
 - 2.1.2.2. Represent the Biotechnology Center in the Program of Distinction (POD) and ARTP.
 - 2.1.2.3. Prior to each semester, request meeting with Biology Department Head and Executive Committee to discuss Center goals and Core Facility Coordinator allocation of effort
 - 2.1.2.4. Delegate responsibilities for governance of the Biotechnology Center to the executive committee members
 - 2.1.3. Executive Committee Responsibilities
 - 2.1.3.1. Operational oversight of the Biotechnology Center and Core Facility.
 - 2.1.3.2. Draft the annual budget and revises it to meet the approval of the majority of the Biotechnology Center members.
 - 2.1.3.3. Ensure that the Biotechnology Center follows its budget, savings plan, and endowments.
 - 2.1.3.4. Report annually, to the Biotechnology Center members, on the income and expenditures for all accounts.
 - 2.1.3.5. Develop both short- and long-range plans for equipment maintenance, replacement, and purchase.
 - 2.1.3.6. Accept, review and take action to resolve grievances within the Biotechnology Center.
 - 2.1.3.7. Appointment of *ad hoc* committees, as needed
 - 2.1.4. Biotechnology Center Meetings will be held to:
 - 2.1.4.1. Consider election of executive committee members.
 - 2.1.4.2. Approve of the budget and saving plan.
 - 2.1.4.3. Review personnel recommendations from the Core Facility Coordinator.
 - 2.1.4.4. Discuss and coordinate the goals and activities of the Center
 - 2.2. Biotechnology Center Core Facility
 - 2.2.1. Core Facility Coordinator.
 - 2.2.1.1. The coordinator will consult with the Executive Committee in all matters of policy.
 - 2.2.1.2. Grievances from and to the coordinator will be directed through the Executive Committee Chair for resolution.
 - 2.2.1.3. The Core Facility Coordinator's performance will be reviewed annually by the Executive Committee Chair, and a recommendation submitted to the Biotechnology Center membership for discussion and modification. The final recommendation will be passed to the

Head of the Department of Biology, for consideration in the annual personnel performance review.

2.2.2. The Core Facility Coordinator responsibilities:

- 2.2.2.1. Hiring and management of support staff in the Core facility. Duties include staff training, scheduling, assessment of work quality, and evaluation of the staff upon their leaving the core facility.
- 2.2.2.2. Implementation of the Biotechnology Certification program
- 2.2.2.3. Continuous review and annual report of the status of equipment, facilities and technologies housed in the Biotechnology Center and the Core Facility.
- 2.2.2.4. In consultation with members, make recommendations on new technologies that should be acquired by the Biotechnology Center. Funding for these recommendations must be approved by a majority of all of the Biotechnology Center members.
- 2.2.2.5. Instruct Core Facility users in the policies, procedures, and safety practices of the Core Facility according to established Federal and State regulations. Advise executive committee of needed compliance policy changes.
- 2.2.2.6. Maintenance, service and upgrading of equipment.
- 2.2.2.7. Scheduling/providing core services according to the priority established by the Biotechnology Center.
- 2.2.2.8. Optimization and dissemination of protocols used by the Core Facility.
- 2.2.2.9. Stocking of common research supplies.
- 2.2.2.10. Tracking the use of core facilities and supplies in an electronic database along with the regular billing of facility users.
- 2.2.2.11. Working with the Biotechnology Center members to help facilitate their research and ensure the safe use of the Core Facilities.
- 2.2.2.12. The implementation of new technologies into the Biotechnology Center.
- 2.2.2.13. The testing of new laboratory procedures before class implementation (upon request).
- 2.2.2.14. Public relations of the Core Facility.

2.2.3. Biotechnology Center Core Facility Staff

- 2.2.3.1. Core Facility employees, working for the Biotechnology Center, will work under the direction of the Core Facility Coordinator.
- 2.2.3.2. Annually, or upon termination of employment in the Core Facility, employees will be evaluated by the Core Facility Coordinator, following WKU policy.

2.2.4. Undergraduate Students

- 2.2.4.1. Undergraduate students doing research under one of the Biotechnology Center members will have access to the Core's equipment, supplies and technical expertise as contracted through their major professor.

- 2.2.4.2. Undergraduate students using Core Facility resources are responsible to follow the guidelines of safety and courtesy outlined by the Core Facility staff.
- 2.2.5. Graduate Students
 - 2.2.5.1. Graduate students receiving financial support from the Biotechnology Center have a responsibility to contribute up to 3 hrs/wk to the support of Core Facility activities if so requested.
 - 2.2.5.2. Graduate students doing research under one of the Biotechnology Center's members will have access to the Core Facility equipment, supplies and technical expertise as contracted through their major professor.
 - 2.2.5.3. Graduate students using Core Facility resources are responsible to follow the guidelines of safety and courtesy outlined by the Core Facility staff.
- 2.2.6. Member Responsibilities
 - 2.2.6.1. It is the responsibility of the Biotechnology Center members to make arrangements with the Core coordinator for the use of resources in the Core Facility by members of their research group.
 - 2.2.6.2. It is the responsibility of the Biotechnology Center members to ensure that their students or research personnel follow the guidelines of safety and courtesy outlined by the Core Facility staff when using the Core Facility.
- 2.2.7. Equipment
 - 2.2.7.1. Equipment housed in the Core Facility is for use by multiple investigators.
 - 2.2.7.2. The Core Facility Coordinator is responsible to see that the equipment is used properly and properly maintained.
 - 2.2.7.3. Students and faculty should receive training from the Core Facility Coordinator before independently operating equipment.
- 2.2.8. Supplies
 - 2.2.8.1. Stocks of supplies that are commonly used by the Biotechnology Center's members and their research groups will be maintained in the Core Facility.
 - 2.2.8.2. It is the responsibility of the Biotechnology Center members to inform the Core Facility Coordinator of which stocks and quantities are needed.
 - 2.2.8.3. It is the responsibility of the Core Facility Coordinator to ensure that sufficient quantities of these supplies are maintained.
- 2.2.9. Services
 - 2.2.9.1. A set of technologies/services will be offered by the Core Facility to the Biotechnology Center members, to courses, and to entities outside of WKU (through a sponsoring Biotechnology Center member).
 - 2.2.9.2. Services and supplies used in courses will be billed, at cost, to the department or educational unit using them.

- 2.2.9.3. Services and supplies used by the Biotechnology Center members will be billed to members at a rate agreed upon by the Biotechnology Center.
- 2.2.9.4. Services and supplies provided to external contractors will be billed to contractors at a rate agreed upon by the Biotechnology Center.
- 2.2.10. Web Page.
 - 2.2.10.1. The Biotechnology Center will maintain a current web page, which will include at least the following information: Contact information for the executive committee and core facility coordinator, links to webpages of members, information regarding core services, and links to ARTP and other collaborators.
 - 2.2.10.2. The web page will be maintained by *ad hoc* committee and updated as needed
- 2.3. Revenues
 - 2.3.1. Program of Distinction (POD)
 - 2.3.1.1. Each year a budget for POD funds will be drafted by the Biotechnology Center Executive Committee and, if approved by a majority of all the Biotechnology Center members, the approved budget will be forwarded to the ARTP office.
 - 2.3.1.2. The Executive Committee Chair will report to the Center members on the final budget approved by the ARTP.
 - 2.3.1.3. The Executive Committee will make an annual report to the Biotechnology Center members on the past year's budget, income, and expenditures.
 - 2.3.2. External Grant Support
 - 2.3.2.1. It is the responsibility of the Biotechnology Center's members to include, in their grants and contracts, the cost of supplies and services that will be supplied by the Core Facility.
 - 2.3.2.2. The Biotechnology Center members will be billed for services and supplies provided by the Core Facility and the funds will be transferred to the appropriate accounts.
 - 2.3.3. Indirect Cost and Other Revenue
 - 2.3.3.1. Indirect costs returned to the Biotechnology Center and other sources of income, shall be placed in a revenue account and divided between appropriate sub-accounts as directed by the Biotechnology Center's Saving Plan.
 - 2.3.3.2. Monies paid to the Biotechnology Center that are not considered income (e.g., flow through or contract funds) will not be subject to allocation as dictated by the Biotechnology Center's Saving Plan.
 - 2.3.4. The Biotechnology Center's Savings Plan
 - 2.3.4.1. The Savings Plan will allow income funds to be accumulated over a long period of time for use in planned purchases and for a contingency fund.
 - 2.3.4.2. The Savings Plan shall be reviewed / drafted by the executive committee, and reviewed / approved annually by a majority of all of the Biotechnology Center members.

- 2.3.5. Endowments
 - 2.3.5.1. An Endowment Plan for use of endowment funds shall be drafted by the executive committee for approval by a majority of all of the Biotechnology Center members.
 - 2.3.5.2. The Biotechnology Executive Committee will be responsible for following the Endowment Plan and tracking the growth and distribution of funds and will report annually to the Biotechnology Center membership.
- 3. Student Experiences
 - 3.1. Biotechnology Certification
 - 3.1.1. The Core Facility Coordinator will facilitate the early recruitment and training of undergraduate students, in technologies central to research, through its Biotechnology Certification program.
 - 3.1.2. The coordinator will provide evaluations of each graduate's performance to the Biotechnology Center membership and encourage recruitment of certification graduates into research programs.
 - 3.2. Research and Contract Work
 - 3.2.1. The Biotechnology Center members will:
 - 3.2.1.1. Train their research students in the methods of research to ensure the quality of research.
 - 3.2.1.2. Arrange for technology transfer to and from the Core Facility and between its members when appropriate.
 - 3.2.2. The Core Facility will:
 - 3.2.2.1. Give regular certification and workshop training and support the use of Core Facility equipment.
 - 3.2.2.2. Provide technologies and services to faculty and students.
- 4. Technology Transfer to WKU Courses
 - 4.1. The Core Facility will provide training to those instructors/students that wish to use equipment and protocols for instructional purposes.
 - 4.2. The Core Facility Coordinator will coordinate equipment use by Biotechnology Center members and courses.
 - 4.3. The Core Facility may help an instructor develop and optimize protocols for courses. Requests for this type of assistance should be made to the Core Facility Coordinator.
- 5. Research Support
 - 5.1. Biotechnology Center Research Grants
 - 5.1.1. Depending on the availability of funds, grants will be made available, through the Biotechnology Center, to support the gathering of data that will enhance an application for external funding or that will support the publication of data.
 - 5.1.2. The Executive Committee will appoint an *ad hoc* committee to review grant applications and recommendations will be presented to the Biotechnology Center members for approval. Approval by a majority of the Biotechnology Center members is necessary for funding of a proposal.
 - 5.2. Contracts

- 5.2.1. Only Biotechnology Center members may engage the Biotechnology Center or its Core Facilities in a significant level contract work. Extensive Core Facility use must be done only after consultation with the Biotechnology Center's Executive Committee and Core Facility Coordinator and upon approval of a majority of the Biotechnology Center members.
 - 5.2.2. The Biotechnology Center member initiating the contract work is responsible for the scientific integrity of the work performed.
 - 5.2.3. The Biotechnology Center member initiating the contract is responsible to make sure that sufficient Core Facility equipment time is available for contract work according to the priorities established by the Biotechnology Center.
 - 5.2.4. Sub-Contracts to the Core Facility
 - 5.2.4.1. The Core Facility Coordinator may help direct students in subcontract work.
 - 5.2.4.2. Subcontracts should only be accepted if sufficient equipment time is made available to complete the subcontract work under the Biotechnology Center's defined priorities and if sufficient personnel can be hired to fulfill the subcontract.
6. Educational Outreach
- 6.1. Biotechnology Center members may initiate educational outreach activities.
 - 6.2. The Core Facility will support educational outreach programs to the community and K-12 schools that are initiated and directed by Center members. Support will be given in accordance to the Center's defined priorities for processing samples.
 - 6.3. The Core Facility staff will give guided tours and demonstrations to K-12 schools upon request.
7. Periodic Review
- 7.1. The executive Committee will appoint an *ad hoc* committee to review the bylaws, procedures, and the mission statement of the Biotechnology Center when needed.
 - 7.2. Recommendations to change the mission statement, bylaws and procedures will be presented to the Biotechnology Center membership by the ad hoc Committee.
 - 7.3. All changes must be approved by a majority vote of all of the Biotechnology Center members.
 - 7.4. Notification of changes will be sent to the Department Head of Biology and the ARTP director.
 - 7.5. Copies of the updated mission statement and bylaws will be made available to the Biotechnology Center members.
 - 7.6. The Biotechnology Center website will be updated to reflect changes as necessary.