



# WINONA

STATE UNIVERSITY

Administrative Number: 2-25-(A)  
Responsible Office: Office of Finance and Administration  
Responsible Officer: Vice President of Finance and Administration

## Procedure on: Acquisitions for the Landscape Arboretum at Winona State University

### **Purpose:**

This procedure guides the Landscape Arboretum Director, the All-University Arboretum and Land Stewardship Committee, its sub-committees, landscape services staff, and the administration in selecting and installing tree, shrub and plant materials, exterior physical objects and landscape features on the campus grounds.

### **Procedure:**

The Landscape Arboretum Director acts on recommendations from the Committee and its subcommittees in installing plant materials and/or physical objects or features. The Committee approves funding of acquisitions using University Foundation endowment accounts and consults with the Landscape Arboretum Director on the annual budget. The University Foundation accepts monetary donations to the Arboretum's endowment accounts which are used to directly purchase plant materials as approved by the Committee.

### Acquisition Criteria

Acquisitions must meet one of more of the following criteria:

1. The species is needed to complete or supplement the Minnesota Native Trees Collection.
2. The species or cultivar lends itself to a specific placement in a landscape design.
3. The species is a replacement for plant materials lost to disease, age, damage, or construction.
4. The species is not considered invasive in Minnesota.
5. The species needs testing as a replacement for other species which are no longer viable in Minnesota.
6. The species is a cultivar that needs testing as a substitute for other species which are affected by disease (ex. Dutch Elm disease, powdery mildew) or insects (ex. Emerald Ash Borer, Japanese beetles).
7. The species has value for a specific educational purpose.

## Accession/Record Keeping

The campus arborist keeps a tree inventory and records any tree acquisitions or losses on TreeKeeper. The Landscape Arboretum Director oversees record keeping.

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Definitions:

- a. Accession: the act of adding or something added
- b. Acquisition: the act of obtaining (coming into possession of) or something obtained
- c. Campus grounds: all the non-building environment on campus and allied properties including turf, gardens (including plants, shrubs, trees), physical features (fountains/pools, signage, foundations for signage/flag poles, benches, tables, waste/recycling receptacles, bike/skateboard racks, etc.), and hardscape (parking lots, sidewalks, steps, etc.)
- d. Cultivar: a variety of a plant developed from a natural species and maintained under cultivation; a cultivated variety of a plant species or hybrid of two species; a race or variety of a plant that has been created or selected intentionally for specific traits and maintained through cultivation
- e. TreeKeeper: an inventory management software which manages asset inventories and provides unlimited data records, customizable data attribute fields, and flexible search options

### Authorizing Policy:

#### Related Documents

- a. Minnesota Department of Natural Resources Minnesota's Native Trees (<https://www.dnr.state.mn.us/trees/native-trees.html>)
- b. Minnesota Department of Natural Resources Invasive Non-Native Terrestrial Plants website (<https://www.dnr.state.mn.us/rys/pg/invasive.html>)

### Policy History

**Date of Adoption:** Click or tap to enter a date.

**Date of Implementation:** Click or tap to enter a date.

**Date and Subject of Revisions:**

Date and Reason goes Here

