**Sustainability proposal**
Campus Garden

Submitted by:

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Missouri State University

Student Government Association

1. **Identification of Sponsors**
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* + - 1. **Project Manager**s

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**II. Description of Proposed Project**

1. **General Description of Proposal**
* To change the purpose and mission statement of the campus garden
* To outline the possible outlets for produce including sales and donation
* To propose the formation of an advisory committee that will advise and support managers
* Propose the availability of funds to be used towards proper post-harvest produce handling and purchasing and storage of volunteer tools
* Re-outline job responsibilities for campus garden managers
* Condense information from previous proposals
* Request manager wages for 49 weeks/year instead of 44 weeks/year
1. **Proposal Details**

**New Mission Statement:**

*The mission of the campus garden will be to serve as an all-natural educational resource for the university; provide fresh, nutritional produce to fellow students and members of the campus and Springfield communities, and serve as an environmentally and socially sustainable resource for service learning and community service on campus.*

**Outlets for produce:**

The first proposal for the campus garden stated that the project would strive to be economically as well as socially and environmentally sustainable. It was also proposed that a contract with Dining Services be made which would ensure an outlet for produce. This contract was never secured and thus there has never been a stable market or defined procedure for produce sales. Below we will list and outline the possible outlets for produce grown at the garden. Campus garden managers will decide which routes they will use at the beginning of their employment in order to plan the proper handling and transport of produce.

* Sales inside and in front of Karl’s Hall (Possibly other places on campus such as the PSU)
* Donation to local food assistance programs such as Well of Life food pantry which is the current food assistance program working with the university or the local Ozarks food Harvest
* Sales to local businesses(Homegrown Foods, Mama Jeans)
* Continued attempts to secure contract with Dining Services
* Sales at local farmers’ markets

**Advisory committee**

We are proposing the formation of an advisory committee that would serve to assist, direct and support campus garden managers throughout the course of their employment. Interested faculty and staff will be encouraged to join in order to form a strong support system for the garden. Members of this committee will meet with managers, other members of the committee and the project advisor on a regular basis in order to provide guidance and assistance to ensure the success of the campus garden. The meeting schedule will be determined by the committee members, managers, and the project advisor. Lengths of terms served by committee members will be determined by the committee members themselves based on the time commitment they are willing to make. The roles played by committee members will also be determined on a case by case basis in order to specifically apply their knowledge to the project. It is also important to note the members of the committee may vary but our project advisor Dr. Clydette Alsup will retain her current role as lead advisor and continue her current commitments and responsibilities.

**Funds**

We propose that funds be made available for the one-time purchase of equipment used for proper post-harvest handling and storage as well as for the purchase of and storage of volunteer tools. This will include a refrigerator, harvesting and transport baskets, necessary produce packaging as well as wrapping, tape, etc.

Additionally, we are proposing the purchase of a small garden shed which will be established in a non-permanent manner as directed by a construction professional. The lack of onsite storage for tools has been a major drawback to maintaining a regular and consistent volunteer base. Currently, the gardens tools and supplies are housed in three separate locations making the planning of volunteer events and the accommodation of these events very difficult. The Phase II proposal stated a cedar ridge tool shed was to be donated by Grounds Services, but it was not allowed to be placed at the garden due to concerns of it being a permanent structure by the Phelps Grove neighborhood community. A meeting is soon to be scheduled with Terry Rowland, President of the Phelps Grove Neighboorhood Association upon approval of an advisory committee in order to discuss an agreed upon solution. A non-permanent structure is greatly needed to house tools and provide tool access to classes, volunteers and teachers who work at the garden.

**Major responsibilities of the managers:**

Volunteer Coordination:

* Recruiting and managing volunteers through advertising as well as attending campus organization events
* Scheduling volunteer days at the garden and advertising the volunteer opportunities via the garden’s Facebook, Instagram, and online student organization community (currently CampusLINK) pages
* Supervising and directing volunteers

Support:

* Recruiting new advisors, whether faculty or staff, to support the garden and provide advice on current and future projects and direction
* Recruiting classes or other groups of volunteers who are willing to participate in planting, cleaning, harvesting or other events. These classes/teachers may offer extra credit for students who volunteer or may require a certain number of service learning hours of their students and are a great resource for recruiting volunteers.
* Maintaining regular communication with entities with whom the garden works including the School of Agriculture, the garden’s advisors, the Executive Assistant for the Vice President of Student Affairs (currently Peggy Jones), and the Sustainability Commission

Planning:

* Creating a production calendar indicating when to grow and harvest crops
* Create and maintain a job manual with pertinent information, contacts etc.
* Train and familiarize new managers with position and responsibilities to ensure that they are completely prepared to take over as managers
* Planning crop rotations in the garden beds
* Purchasing materials
* Managing the garden budget (Sales and Payroll)
* Marketing the garden, its mission, and sustainability initiatives they wish to share such as the benefits of eating local, eating fresh and healthy, and growing your own food.
* Writing sustainability proposals as needed to fund capital improvements to the garden (such as raised beds, fencing, or creating more beds), regular food production costs (seeds, soil, etc.), or other miscellaneous needs.

Maintaining the Garden

* Planting and maintaining green manure cover crops as other crops stop producing.
* Taking responsibility for storage and upkeep of equipment and tools
* Planting and maintaining green manure cover crops as other crops stop producing.
* Plant propagation as needed
* Labeling plants and projects with informative signs
* Maintaining garden beds (fertilizing, weeding, watering)
	+ Overseeing the general quality of the garden and identifying problems—insects, weeds, diseases—and finding solutions to the problems
	+ Harvesting and preparing produce for donation or selling
1. **Proposed location for the object of the proposal**

The shed would be placed onsite at the campus garden located on Normal Street, just south of the Missouri State Springfield campus. Supplies are currently stored in the bull pen across the street from the garden underneath Plaster Stadium and in Karl’s Hall 106A. We have received permission to use the poultry lab in Karl’s Hall if this proposal is passed. This lab has an outside access door, sinks that would be adequate for post-harvest preparation, and room for the needed refrigerator.

1. **Alternative Uses**

The portion of the requested funds allocated for the storage shed can also be used to establish/construct an alternative means of storage at the garden in the case that the installment of a storage shed is not approved. Any remaining funds not used for storage will be returned to the sustainability fund.

1. **Drawbacks**

The biggest drawback would be if we did not receive permission to install the shed at the campus garden. If this were to happen, we would agree to establish another means of storage that would still serve our storage needs.

1. **Necessary modifications to existing structures**

The addition of a non-permanently established, small garden shed on site to house tools and equipment.

1. **Estimated Cost of the Project**
	1. **Provisions of Alternatives in Order of Preference**

There would be no additional costs associated with the alternative scenario in which a storage unit is constructed instead of delivered and installed. In this case the managers would come up with a construction plan that would not require any additional funds.

* 1. **Provisions of Complete Cost Breakdowns**

Figure 1 outlines one-time purchase requests. Figure 2 is an outline to reduce and reallocate current ongoing funds given to the garden. The current ongoing budget is $6,400 every fiscal year. Figure 3 shows adjustments in the wages of the campus garden managers to allow for a 49 week year instead of only 44 weeks. Figure 4 shows a complete cost estimate of the project.

**Figure 1: One-Time Purchases**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit Cost**  | **Quantity** | **Total Estimated Cost** (with adjustments for price changes) |
| Refrigerator | ~800.00 | 1 | 800.00 |
| Garden Shed  | ~2000.00 | 1 | 2000.00 |
| Pruners  | 9.00 | 3 |  27.00 |
| Trowels  | .80 | 10 | 8.00 |
| Cultivators  |  .80 | 10 | 8.00 |
| Transplantors  | .80 | 10 | 8.00 |
| Digging Shovels  |  6.00 | 5 |  30.00 |
| Transport Shovels  |  10.00 | 3 | 30.00 |
| Leaf Rakes  |  7.00 | 3 | 21.00 |
| Bow Rakes  |  16.00 | 2 | 32.00 |
| Pitchforks  | 32.00 | 2 | 64.00 |
| Hand-Weeders  | 9.00 | 5 | 45.00 |
| Produce Bags  | 18.00 | 1 | 18.00 |
| Food Service Film  | 35.00 | 1 | 35.00 |
| Baskets for transporting  | 9.00 | 10 | 90.00 |
| Tables for processing  | 40.00 | 2 | 80.00 |
| Food Dehydrator  | 200.00 | 1 | 200.00 |
| Food Service Gloves, Hairnets, Use by labels, Cold food Trays  | 40.00 | 1 | 40.00 |
| **SUBTOTAL** |  |  | **$3536.00** |
| **+10% Contingency** |  |  | $353.60 |
| **TOTAL ESTIMATED COST**(One-time purchases) |  |  | **$3889.60** |

Cost estimates were based on prices from Amazon, Home Depot, Lowe’s, Hummert’s and Classic Buildings. Here are links we used to estimate shed and refrigerator costs: [Refrigerator](http://www.lowes.com/pd_658937-46-WRF57R18DM_4294788929__?productId=50303877&Ns=p_product_qty_sales_dollar|1&pl=1&currentURL=%3FgoToProdList%3Dtrue%26Ns%3Dp_product_qty_sales_dollar%7C1&facetInfo=), [Possible Shed #1](http://www.classicbuildingsales.com/buildings/storage-buildings/garden-shed/),[Cheaper Shed #2](http://www.walmart.com/ip/Woodlake-Economy-Peak-Roof-Steel-Arrow-Shed-Various-Sizes/4764757?action=product_interest&action_type=title&placement_id=irs-2-m1&strategy=PWVUB&visitor_id=DL_UL1K2dSHV892x_oyst8&category=&client_guid=72781091-b407-4822-8cf5-a1454), [Compact Shed #3](http://www.brookstone.com/extra-large-storage-shed?bkiid=SearchResults|CategoryProductList|881679p). All unused funds for one-time purchases will be returned to the Sustainability Fund.

**Figure 2: Ongoing Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Category | Current Amount Allocated | New Amount Requested  | Example of Items included: |
| Seeds and Seed Starting equipment | 740.00 | 700.00 | Seeds, Lights, germinating mix, pots, transplants  |
| Irrigation costs | 740.00 | 400.00 | Soaker hoses, spray nozzles, Wands, Hoses, Heads  |
| Amendments & Fertilizers | 740.00 | 600.00 | Topsoil and Compost(If topsoil requirements exceed this amount write an additional proposal) lime, sulfur, micronutrients |
| Weathering items | 740.00 | 500.00 | Plastic, Landscape fabric, row covers, cold frames, hot beds, straw(If the need exceeds this amount write a separate proposal to have funds made available) |
| Pest Control including weeds and insects | 740.00 | 700.00 | Mulches, Weed barriers, Organic pesticides, fungicides, and herbicides, proper protective equipment, sprayers |
| Tools and Lumber | 740.00 | 600.00 | Hand tools, lumber, hardware (Any project that exceeds this cost should have a proposal drawn up for justification) |
| Landscaping and maintenance | 740.00 | 700.00 | Mulches, Gas, sod cutter, cover crops, flower beds, landscape stones, weed eater and associated machine upkeep costs |
| Media, Advertising & Educational Awareness | 500.00 | 500.00 | Signs, Posters, Sponsored events, buttons, totes, stickers, t-shirts, demonstrations, community meals  |
| Harvest equipment and post harvest supplies  | 200 | New Budget Category | Food service film, baskets for harvest and transport, produce bags  |
| Miscellaneous Items and Unexpected costs | 520.00 | 200.00 | Repair or replace equipment, tools, resources |

**Figure 3: Manager Wages**

|  |  |  |
| --- | --- | --- |
| Budget Category | Current Amount Allocated  | New Amount Requested  |
| Manager Wages | $12,100 | $13,475 |

This funding is flexible, meaning that in some weeks, managers may work more or less than 10 hours each, depending on each season’s duties. The funding should continue to be managed on an honor system of submitting hours for pay with weekly reports as justification of the time spent, and not exceed the allocated amounts per unit time (total pay claimed not to exceed 1,000 hours in an annual period.) Student workers must be in accordance with the universities 1,000 hour rolling report requirements. For rare occasions in the absence of one manager, the other manager may fulfill the un-worked hours. This provision is necessary because a past instance left only one active student worker approved for only 10 hours pay but with full garden duties still in effect. This flexibility will prevent any administrative or financial complications due to dynamic personal schedules.

\*It is also important to note that hiring preference will be given to students with alternating graduation dates in order to provide a training period for new managers.

Manager Salary: $12.50 per hour

x 10 hours per week ($125)

x 49 weeks/year ($6125)

x 2 manager positions ($12,250)

Total

$12,250 per calendar year

+ 10% cost overage of $1,225 = **grand total of $13,475 per year**

**Figure 4: Complete Cost Estimate**

|  |  |
| --- | --- |
| **Total One-time Purchases** | **$3889.60**  |
| **Total Ongoing** | **$5400.00 in Supplies****$13,475.00 in Wages** |
| **TOTAL ESTIMATED COST** | **$22,764.60** |

* 1. **Provisions of any Ongoing Costs**

Ongoing costs will total $18, 875.00 and upon passing of this proposal we request that the proposals for phase I and II be cancelled as well as the campus garden manager and low tunnel proposals. This is an increase of only $375 from the previous $18,500.00 that was allocated for ongoing costs.

This equals a total reduction of $1,000.00 in our annual allocated supply budget and an increase in $1,375 in our annual allocated wages budget.

1. **Estimated Completion Time of Project**

Upon availability of funds supplies will be purchased and utilized as soon as possible.

1. **Estimated Life of Project**

A shed from classic buildings comes with a 10 year warranty, similarly a shed from Walmart comes with a 12 year warranty and a shed from Brookstone will come with a 1 year warranty and options for service plans.

The refrigerator from Lowes comes with an estimated life of 13-19 years and comes with a 1 year limited warranty.

The campus garden will remain a part of the Missouri State University campus until the university decides to discontinue the garden’s operation.

1. **Justification of Project**

The campus garden project is an ideal project that fits within our university’s public affairs mission:

**Ethical Leadership:** This is an opportunity for the university to demonstrate the qualities of an ethical leader, namely the “courage to live by their principles in all parts of their personal and professional lives”, by supporting an initiative that can clearly enhance the welfare of the surrounding community. The campus garden is an opportunity for students to apply what they have learned in the classroom in order to make a difference and enhance their academic and co-curricular experience.

**Cultural Competence:** A demonstration project which widens perspective and provides education enables lifestyles that are economically, socially, and culturally responsible. The garden helps to broaden ideologies of health and nutrition, agriculture, environment, sustainability, community building, and recreation.

**Community Engagement:** The garden creates a medium for the campus community to share ideas and work together toward a sustainable urban system. Students will be able to contribute their knowledge and skills towards the community and society. By allowing students to utilize this experience for internship credit, we will provide the opportunity for students to really analyze what they have done, what progress they’ve made and the impact of that progress and hard work.

The campus garden also serves to benefit the sustainability mission in the following areas as well:

**Environmental Responsibility** Through the application of sustainable agriculture and horticulture practices, students will learn to utilize earth friendly methods as an alternative to conventional methods which may cause larger, more wide reaching environmental effects. This will help to educate and push students to be more environmentally responsible citizens.

**Social Responsibility** By providing a beneficial resource to the community and helping to fill a great need, students will gain knowledge and experience in the area of public affairs allowing them to become more socially responsible citizens as well.

1. **University Support**