**Sustainability proposal**
Campus Garden

Submitted by:

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and

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1. **Identification of Sponsors**
2. **Project Sponsors**
3. Cady Goble

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1. **Campus Garden Advisory Committee (Voting Members)**
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1. **Project Managers**
2. Cady Goble
3. Kara Powelson
4. **Description of Projects**
	1. **General Description**

**This proposal includes some information from the previous sustainability proposal submitted by Leah-Marie Thomas and Taylor Peterson in 2015. This is meant to serve as a comprehensive reference for current and future Campus Garden managers.**

* + Update the mission statement, and add a vision statement and values.
	+ Retain the Campus Garden Advisory Committee
	+ Outline the possible outlets for produce including sales and donation
	+ Address the use of funds generated from defined sales outlets
	+ Request unused funds be carried forward to the next year
	+ Propose the addition of a third employee for the garden
	+ Outline responsibilities for garden manager and assistants
	+ Retain on-going costs outlined in the previous proposal
	+ Request funds for a one-time purchase of an on-site storage shed or other storage facility in the garden
	1. **Proposal Details**

**New Mission Statement and Vision Statement:**

Serve. Educate. Grow.

Our mission is to serve as a sustainable and educational resource that integrates public affairs through fostering experiential relationships with the Campus and Springfield communities. Through this process, we will provide sustainably grown produce to campus and community members.

Our vision is to be an educational and social hub for campus and community members to engage in service learning in regard to sustainable urban agriculture, and enjoy the benefits of a fruitful and beautiful landscape.

**Campus Garden Advisory Committee**

The advisory committee was proposed in the 2015 proposal, and has been a tremendous resource for the student managers of the garden. This section is included in this proposal simply to retain the current advisory committee proposal.

**Sales and Donation Outlets:**

The previous proposal outlined a few possible sales outlets for produce grown in The Campus Garden. These were sales inside and in front of Karls Hall, locally owned grocery stores, and possible contracts with Dining Services. All of these options may be retained for future managers to choose. The new managers propose that community supported agriculture (referred to as Campus Garden Membership or CGM) be added to this list of outlets. This is the planned sales outlet for the current managers in 2017. This is a cooperation between the campus garden managers and members of the campus community, where members purchase a share of the season’s harvest, and receive fresh food from the garden each week. The risk and the bounty are shared between managers and members. We already have a lot of interest in this program, and it has potential to be a wonderful way to bring more attention to the garden. Excess produce will be donated to The Well of Life Food Pantry on campus (or other local food assistance programs if needed).

**Use of Revenue Generated from Produce Sales**

 2017 will be the first year the garden will be offering memberships (as mentioned above). Further details of the program will be outlined in the Campus Garden Membership Agreement that is underway, with help from General Council. The revenue generated from this program will be deposited in a separate fund account from the general budget. This account has already been set up, as well as an online storefront. We propose that that these funds may be kept and used for projects separate from the general budget to support the growth of the Campus Garden in accordance with our visioning guide.

**Carryforward of Unused Funds:**

 In addition to the funds generated from the Campus Garden Membership Program, we propose that each year The Campus Garden be allowed to carryforward unused funds from the previous year. There should be a cap on carryforwards funds not to exceed $5000 at any given time. While we strive to use all our funds effectively during the budget year, some approved projects may not have been completed in the time allotted, and the funds were lost. An on-site storage solution is one such project that was planned and approved, but never completed. This was due to campus garden employees resigning before the project was completed. The additional carry forward funds can be reasonably managed with a cap, and will be applied to projects outlined in the Campus Garden Visioning Guide.

1. **Alternatives**

The Sustainability Commission may choose a different amount for a carry forward cap, if they are not satisfied with the proposed amount of $5000.

**Addition of a Third Garden Employee:**

 The campus garden has had a few difficult years, in which there was a high turn-over of employees. This has been the most limiting factor in garden productivity and growth. We propose to create a position for a third student employee to help solve this problem in the future. We propose that one person will be the head garden manager, and two will be assistant garden managers. The Campus Garden Advisory Committee agrees that this will be a reasonable solution to the problem of employee turn-over, and will allow better division of labor. We have seen in the past that having only one person managing the garden is not reasonable to maintain everything, while also providing the community outreach aspect. Under this proposal, if one person happens to resign, there will still be two people who can continue to work. There are many tasks to be done outside of simply growing things in the garden, and for student employees it is sometimes difficult manage all the opportunities that arise for the garden. With three employees, The Campus Garden will be able to be better represented, through more participation in campus and community events and affairs. The wages, and responsibilities of employees are below.

**Garden Manager** **Assistant Garden Manager**

 Wages: $12.50 per hour Wages: $10.00 per hour

x 15 hours per week ($187.50) x 10 hours per week ($100)

x 49 weeks/year ($9187.5) x 49 weeks/year ($4,900)

 x 2 positions ($9,800)

**Total:** $18,987.5 per calendar year

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Current Allotment** | **New Amount Proposed** | **Difference** |
| Employee Wages | $12,250 | $18,987.5 | $6,737.5 |

This funding is flexible, meaning that in some weeks, the manager or assistants 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.) 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.

**Major responsibilities of the Manager and Assistants:**

Though many of these responsibilities may be shared, their division can be flexible based on what works best for all three employees. The head garden manager will have the ultimate say in decision making. The responsibilities outlined below are *some* of the things that must be done regularly, but by no means, do these lists cover everything. These are subject to change and adapt, as The Campus Garden grows, and becomes a more recognized entity on campus and in the community.

Volunteer Coordination:

* Recruiting volunteers through involvement in campus and community events and affairs.
* Regular updating of social media and volunteer coordination websites.
* Instructing and directing volunteers while working in the garden

Support:

* Maintaining regular communication with entities 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
* Working with classes, student organizations, and other entities on campus.
* Working with community partners (Such as Springfield Community Garden, Phelps Grove Neighborhood Association, or Ozarks Food Harvest, for example).

Planning:

* Create a production calendar and planting layout each season to assist with keeping on track of tasks, and future crop rotations.
* 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
* Purchasing materials and supplies
* Seeking donations for supplies and materials needed (i.e. Seeds from Baker Creek Seed Co.)
* 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 in accordance with the visioning guide, as well as 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
* Harvest and post-harvest operations
* Sales and donation of produce

**On-Costs (Retained from the previous proposal)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

**One-Time Purchase of Storage Shed or other On-site Storage Facility**

This project has been proposed, and approved in the past, but was not completed within the time allotted. However, it is still greatly needed in the garden. Our current storage solutions are not economical, convenient, or sustainable. The Campus Garden would like to propose a one-time allotment of funds of $2500 for the purchase and construction of a storage shed or other facility. In the past, Sustainable by Nature created a design for a storage solution that would include a green roof. This is one option that we may still consider. Ultimately, The Advisory Committee and Planning Design and Construction will determine the best option based on the visioning guide.

1. **Drawbacks**

The biggest drawback in the past has been opposition of the addition of a permanent structure from the Phelps Grove Neighborhood Association. Though in the past, their concerns were centered around lack of maintenance in the garden. Since the garden has been better cared for over the past few months, the attitude of the neighborhood association has lightened, and this does not seem to be much of a concern for them.

1. **Alternatives**

The Campus Garden Advisory Committee and Managers are always willing to work on a solution that will satisfy all parties involved, while meeting the needs of the garden. In the event that our design is denied, we will find a solution that works for everyone.

1. **Complete Cost Estimates of New Budget:**

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| --- | --- |
| **Proposed One-time Purchases****(Shed or other storage)** | **$2500**  |
| **Current Ongoing Costs** | **$5400.00 in Supplies (retained from previous proposal)** |
| **Proposed Employee Wages** | **$18,987.5** **in Wages** |
| **Subtotal** | **$26,887.5** |
| **10% Contingency** | **$2,688.75** |
| **Grand Total** | **$29, 576.25** |

 **The increase in ongoing costs is $7,411.25.**

 **The cost of one-time purchases is $2500.**

1. **Justification of Projects Outlined Above:**

We believe that the provisions of these one-time and on-going costs are conducive to productivity and growth of The Campus Garden. The addition of a third employee will ensure that the garden always has the appropriate amount of management, and does not get neglected, if someone resigns. The addition of a storage facility will make garden operations go much more smoothly, and add to the aesthetic of the landscape. Currently, the managers must gather supplies from three different areas on campus to facilitate volunteer groups and regular garden operations. Also, the on-site tool storage box has begun to break down rapidly, and is both a hassle to access and is very unattractive in appearance. The mission and vision of The Campus Garden will continue to revolve around the university public affairs mission. We want to get more students, faculty, and staff involved with the garden, and continue to provide a place for service learning and community engagement, while providing experience in ethical leadership and cultural competence.

1. **Letters of Support:**

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